

# THE PRESBYTERIAN CHURCH IN IRELAND

## PERSONNEL SPECIFICATION

**Council:** Council for Social Witness (Older People Services)

**Job Title:** Senior Care Assistant – Twilight Hours

**Salary:** £13.03 per hour, £13.13 with NVQ/QCF Level 5 in Health and Social Care

**Hours:** 27 hours available (6 shifts)  
2 posts: 13.5 hours per week (3 shifts) OR  
3 posts: 9 hours per week (2 shifts)  
Shifts (4.5 hours): 1930hrs – 0000hrs or 1830hrs – 2300hrs

**Responsible to:** The Home Manager

### CRITERIA

#### 1. Qualifications and Knowledge

##### **Essential**

- Knowledge and experience of Care Planning
- A good understanding of the needs of vulnerable adults and their families
- Knowledge of Quality Assurance and monitoring standards
- Knowledge of the role of the Regulation Quality & Improvement Authority
- A minimum of NVQ/QCF Level 2 Award in Health and Social Care and willingness to work towards Level 3.
- A willingness to work towards NVQ/QCF Assessors Award

##### **Desirable**

- Knowledge of relevant legislation associated with the management of a residential setting.
- Appropriate IT skills to be able to use Microsoft Word and the Internet

#### 2. Relevant Experience

##### **Essential**

- A minimum of 2 years' experience caring for older people, people with disabilities or people with mental health needs.
- Experience in ordering, receiving, administering and storage of medication.

##### **Desirable**

- A minimum of 2 years' experience in a care role in a residential home for older people.
- Experience of conducting staff supervision and appraisal.
- Experience of team building and leadership skills.
- Experience of supervising other staff.

### **3. Personal Attributes**

#### **Essential**

- Good organisational skills
- Good interpersonal skills
- Ability to work on own initiative.
- Good leadership skills.
- Good reporting/recording skills
- Good communication skills with a wide range of personnel, but particularly with older people
- A caring and empathic disposition

### **4. Physical Requirements**

#### **Essential**

- Health – such as to allow for attendance reliability and work proficiency. If required reasonable adjustments will be made for an appointee with a Disability as defined by the Disability Discrimination Act 1995.
- Appearance – must be acceptable within the working environment.

### **5. Special Circumstances**

#### **Essential**

- Availability for flexible hours working (including weekends), which may include hours beyond the normal shift pattern
- Willingness to maintain registration with the Northern Ireland Social Care Council, by the Appointee, is a requirement of this position
- Must be willing to work within the Christian ethos of the Presbyterian Church in Ireland