

THE PRESBYTERIAN CHURCH IN IRELAND

PERSONNEL SPECIFICATION

Council:	Council for Social Witness (Older People Services)
Job Title:	Senior Care Assistant
Salary:	£13.03 per hour, £13.13 with NVQ/QCF Level 5 in Health and Social Care
Hours:	Post 1 x 36 hours per week days Post 2 x 24 hours per week days Post 3 x 24 hours per week nights Post 4 x 24 hours per week nights
Responsible to:	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