PERSONNEL SPECIFICATION

Job Title: Senior Care Assistant

Council: Social Witness (Older People Services)

Responsible to: Service Manager

CRITERIA

1. QUALIFICATIONS AND KNOWLEDGE

Essential

- Experience of contributing to a care plan
- A good understanding of adults who require care
- NVQ/QCF level 3 in Health & Social Care or a willingness to work towards this within two years
- Awareness and understanding of Adult Safeguarding policy and procedures
- Appropriate IT skills to be able to use Microsoft Word, email, RQIA portal and electronic recording systems

Desirable

- Knowledge of relevant legislation associated with the management of a residential setting
- Experience of leadership in a paid or voluntary role

2. RELEVANT EXPERIENCE

Essential

- A minimum of 2 years' experience caring for older people, people with disabilities or people with mental health needs.
- Willingness to achieve competency in administering medications, which must be completed within 4 weeks of start date.

Desirable

- A minimum of 2 years' experience specifically in a residential care role
- 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 and comply with any uniform requirements that may be in place.

5. SPECIAL CIRCUMSTANCES

Essential

- Availability for flexible hours working (including weekends), which may include hours beyond the normal shift pattern
- Must maintain registration on the relevant section on the Northern Ireland Social Care Council register
- Must be willing to behave in a manner which respects the Christian ethos of the Presbyterian Church in Ireland