



St Cuthbert's Hospice

*Making every day count since 1988*

# Person Specification

<b>Post Title: Health Care Assistant</b>		<b>Grade 2</b>	<b>Department</b> In patient Unit	
<b>Criteria relevant to the job</b>	<b>Essential</b> Requirements necessary for safe and effective performance in the job	<b>Method of Assessment</b>	<b>Desirable</b> Where available, elements that contribute to improved/immediate performance in the job	<b>Method of Assessment</b>
<b>Qualifications and Training</b>	NVQ Level Two	Application	NVQ Level Three or willing to work towards NVQ Level Three	Application and interview
<b>Experience</b>	Previous experience in similar care setting.  Ability to communicate in a sensitive manner.	Application and interview	Special interest in area of care eg Lymphoedema or Complementary Therapy.  Previous experience in the administration of medication	Application and interview
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Good verbal communication skills</li> <li>• Ability to articulate in a clear and sensitive manner</li> <li>• Good interpersonal skills</li> <li>• Demonstrable resilience to working with those facing loss and bereavement</li> <li>• Ability to work effectively in a demanding environment</li> </ul>	Application, references and interview	Computer skills	Application and interview

<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Self aware</li> <li>• Compassionate</li> <li>• Confident and self assured</li> <li>• Motivated and enthusiastic</li> <li>• Team player</li> <li>• Able to evidence behaviour consistent with the Hospice values of professionalism, choice, integrity and reputation</li> </ul>	Application, references and interview		
<b>Special Requirements</b>	<ul style="list-style-type: none"> <li>• Willing to undertake internal rotation</li> <li>• Flexible approach</li> </ul>	Application and Interview		

**Signature of Post holder:**

**Date:**

**Signature of Manager:**

**Date:**