Person Specification

Post Title Health Care Assistant		Grade 2	Department Day Services	
Criteria relevant to the job	**Essential** Requirements necessary for safe and effective performance in the job	**Method of Assessment**	**Desirable** Where available, elements that contribute to improved/immediate performance in the job	**Method of Assessment**
Qualifications and Training	• NVQ level 2 in a relevant subject or experience to an equivalent level • Good standard of general education including GCSE (or equivalent) in Maths and English	Application form	• NVQ 3 in health and social care. • ECDL or other IT qualification/training. • Complementary therapies qualification	Application form
Experience	• Previous healthcare/therapies experience • Experience of working within a team	Application form, interview and references	• Experience of working within palliative care services. • Experience of MDT working within a healthcare environment	Application form/interview
Skills and Knowledge	• Effective listening and verbal communication skills • Good interpersonal skills • Ability to work with individuals facing life limiting illnesses and their carers/relatives • Demonstrates resilience and work effectively in a demanding environment • Basic IT skills	Application form, interview and references	• Good organisational skills • Able to demonstrate resilience to working within palliative services • Commitment to undertake further • Education and training. • Previous experience of using computer system called system one	Application form/interview/ references

Personal Attributes	• Confident and self-aware • Motivated and enthusiastic • Evidence behaviour consistent with the Hospice philosophy of care and values of professionalism, choice, integrity and reputation • Work effectively within a team • Work under supervision and • Use own initiative.	Application form/ interview and references		
Special Requirements	• Flexible approach to shift working as evenings and weekend working may be required.	Application form and interview		

Employee signature: …………………….……….……   **Date**   …………….…….……

Line Manager Signature: ……………….……..……….……   **Date**   …………...………….