

Person Specification

Post Title: Health Care Assistant		Grade 2	Department In patient Unit	
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 Two	application	NVQ Level Three or willing to work towards NVQ Level Three	application and interview
Experience	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
Skills and Knowledge	<ul style="list-style-type: none"> • Good verbal communication skills • Ability to articulate in a clear and sensitive manner • Good interpersonal skills • Demonstrable resilience to working with those facing loss and bereavement • Ability to work effectively in a demanding environment 	application, references and interview	<ul style="list-style-type: none"> • Computer skills 	Application and interview

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

Signature of Post holder:

Date:

Signature of Manager:

Date: