# **PERSON SPECIFICATION: Home Care- flexible POST REFERENCE: 101633**

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**

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| REQUIREMENTS | ESSENTIAL CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) | DESIRABLE CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) |
| * **Educational/vocational/ occupational qualifications and/or training** * **Specific qualifications (or equivalents** | Willingness to undertake training  Willingness to complete additional training as required to meet statuary requirements eg nvq3 medication , safeguarding (f) (i) | Care Certificate (f)  Nvq 2 in Health and Social Care(f)  Maths and English foundation level 2 or equivalent (f)  Access to own transport(f) |
| * **Work or other relevant experience** | Recent experience in working in Care.(f) (i) (r)  Proven ability to work effectively as part of a team (i)(r)  Proven ability to record information accurately (i) (r)  Evidence of commitment to achieve positive outcomes for service users(f)(i) )f) | History of flexible working(f) (i)  Evidence of working in a multi-disciplinary team (f)(i) |
| **ESSENTIAL/DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)** | | |

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| REQUIREMENTS | ESSENTIAL CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) | DESIRABLE CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) | |
| * **Skills, abilities, knowledge and competencies** | Understanding of Social Care issues (i)  Ability to adapt and communicate effectively with others (i) (r)  Awareness of Health and Saftey including safe Moving and Handling(f) (i) | tieodeo | |
| * + **General competencies** | Demonstrate a person- centred approach (i)  Demonstrate sensitivity an tact with dealing with others (i)  Demonstrate an understanding of the concerns and needs of people who access our service(i)  Commitment to equal opportunities and ability to promote anti discriminatory practi |  | |
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**On-going Training Requirements**

The post holder will be required to undertake the following mandatory/essential training at the frequency indicated.

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| **Mandatory/Essential Training** | **Frequency** |
| Level 2 food hygiene certificate  Moving and handling certificate  Emergency aid certificate  Full induction into the role  Information governance  Safeguarding  Equality and diversity | Every 2 years  Every 2 years  Every 3 years  One off training  Refresher Yearly  Refresher yearly  Refresher yearly |

Please note all appointments within Hartlepool Borough Council are subject to a declaration of medical fitness by the Council’s Occupational Health Service (having made reasonable adjustments in line with the Equality Act (2010) where necessary.