

**Health care assistant PERSON SPECIFICATION**

**JOB TITLE:** Health Care Assistant  
**LOCATION:** Surgical referral unit

**BAND:** 2

Requirement	ESSENTIAL	DESIRABLE	HOW TESTED
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Basic literacy/numeracy skills preferably required through general school education. Minimum of entry level 3 working towards level 2.</li> <li>• These must have been attained in the last five years or rescreening will be required.</li> <li>• Basic computer skills</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of achievement e.g. towards Duke of Edinburgh award etc</li> <li>• NVQ level 2</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Interview</li> <li>• The Trusts HCA numeracy and literacy test as part of the selection process.</li> <li>• Entry level to be assessed and development plan agreed if required</li> </ul>
<b>Job related experience</b>		<ul style="list-style-type: none"> <li>• Previous experience of working in a care environment or undertaking voluntary work with people e.g. St John's Ambulance or work with learning disabilities.</li> <li>• Previous experience of working in an acute care environment and performing competencies at an advanced level</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Interview</li> </ul>

<b>Job Related Skills</b>	<ul style="list-style-type: none"> <li>• Ability to work with people communicating both in written and verbal forms.</li> <li>• Ability to work as part of a team as well as on own initiative</li> <li>• Ability to carry out assigned tasks effectively in a busy, ever changing environment.</li> </ul>		Application form Interview
<b>Personal Skills</b>	<ul style="list-style-type: none"> <li>• Ability to cope with emotionally stressful situations</li> <li>• Able to deal with a diversity of people at all levels ranging from medical and nursing staff to patients, relatives, different age groups, people with different ethnic backgrounds and beliefs</li> </ul>		Application form Interview
<b>Other</b>	<ul style="list-style-type: none"> <li>• Willingness to undertake an NVQ level 2 in Health and Social Care or relevant subject.</li> <li>• Provide a polite and helpful telephone service as required</li> <li>• Being an excellent role model for Basildon and Thurrock University Hospital NHS FT</li> </ul>	<ul style="list-style-type: none"> <li>• Would have completed NVQ level 2/3 in health and Social care or closely related subject.</li> </ul>	