

## PERSON SPECIFICATION

<b>JOB TITLE:</b>	<b><u>Health Care Assistant</u></b>
<b>JOB BAND:</b>	<b><u>Band 3</u></b>

### **GUIDANCE FOR MANAGERS:**

This document will not be used for the purpose of advertising the post but should be used as a tool to assist in the shortlisting of candidates. All role requirements detailed in this document, both essential and desirable that will be used to assess the suitability of a candidate must be added to the Role Requirements tab on the Trac System.

<b>Qualifications &amp; Education</b>	<b>Weighting (Essential or Desirable)</b>
Experience as a Health Care Assistant in the acute or community nursing setting	Essential
NVQ level 3 in Health & Social Care / equivalent experience	Essential
English and Maths Qualifications at one of the following academic levels/grades:- O Level - Grade A to C CSE Grade 1 only GCSE Grade A to C GCSE Grade 9 to 4 Functional skills Level 2	Essential

<b>Experience</b>	<b>Weighting (Essential or Desirable)</b>
To show an ability to develop working relationships with other team members and professionals	Essential
Evidence of being able to work as part of a team	Desirable
Able to comprehend instructions	Essential

<b>Communication &amp; Relationship Skills</b>	<b>Weighting (Essential or Desirable)</b>
The ability to keep all information confidential	Essential

To be able to work independently in the home and provide feedback to other team members	Essential
Able to communicate accurately in both verbal and written forms	Essential
Enthusiastic – seizing the opportunity for personal and service development	Essential
Motivated – able to motivate self and others to deliver a quality service	Essential
Able to communicate in both verbal and written forms	Essential
Able to communicate to all care settings within Dudley Health Economy	Essential

<b>Equality, Diversity, Inclusion and Trust Values</b>	<b>Weighting (Essential or Desirable)</b>
Able to provide safe, caring, and effective services	Essential
Values and behaviours that reflect the Trust values of Care, Respect and Responsibility	Essential
Commitment to creating a diverse and inclusive workplace that is free from discrimination and where people feel they belong and their contribution is valued	Essential

<b>Prepared by:</b>	
<b>Date prepared:</b>	
<b>Job evaluation completed:</b>	
<b>Job evaluation reference number:</b>	