

CHOICE HOMECARE LTD
PERSONAL SPECIFICATION FORM – LIVE-IN CARE-WORKER

ATTRIBUTES	ESSENTIAL QUALITIES	DESIRABLE	METHOD OF ASSESSMENT
Requirements: -Health -Mobility -Appearance etc.	<ul style="list-style-type: none"> • Able to communicate effectively and clearly in English, both verbally and in writing. • Able to follow verbal and written instructions clearly and accurately. • Well presented 	<ul style="list-style-type: none"> • In good health and able to manually handle clients expertly 	Interview/ Reference/ Application/ Health clearance
Knowledge & aptitude: -Education -Registration -Qualifications -Training	<ul style="list-style-type: none"> • Willingness to undertake training to enhance client experience 	<ul style="list-style-type: none"> • NVQ level 2 in social care / Has a good understanding of the national minimum care standards • Able to risk assess to a high level • Has experience of manual handling • Drivers licence 	Application/ Interview/ Reference
Work experience: -Type -Supervisory -Management. Etc. -Paid or unpaid and relevant to the post	<ul style="list-style-type: none"> • Has experience of completing domestic tasks • Able to prepare nutritional meals • Is able to plan and organise work activities • Is able to respond confidently in emergency situations • Provide companionship to clients in a person centred manner • Has experience of completing personal care with clients • Has worked within a team • Takes initiative to arrange care on the client's behalf 	<ul style="list-style-type: none"> • Has managed finances successfully for others • Care co-ordination experience • able to use specialist equipment 	Interview/ Application/ Reference
Personal Characteristics/ Disposition: -Flexibility -Stability -Self-reliance etc.	<ul style="list-style-type: none"> • Is reflective and is able to self-evaluate • Good interpersonal skills and the ability to form strong professional relationships. • Is able to motivate and encourage in a client-centred manner • Values privacy and dignity • Empathetic • Respects confidentiality & the rights of the client • Is self-reliant • Able to respond to fluctuating needs of clients • Is able to work independently 	<ul style="list-style-type: none"> • Can adjust to working in rural/isolated environments 	Interview/ Application/ Interview
Circumstances: -Unsocial Hours -Long work periods	<ul style="list-style-type: none"> • Able to provide live-in care for periods of at least one week. • Work within 2 hour radius of London • Willingness to take on the responsibility of being self employed 	<ul style="list-style-type: none"> • Is flexible on short term basis • Understands responsibilities regarding self employment 	Interview Interview
Special requirements as requested by the client	<ul style="list-style-type: none"> • Able to communicate in the 1st language of the client • Flexible work arrangements to suit clients • Liaise closely with selected individuals 	<ul style="list-style-type: none"> • Driver • Pet Care experience • Working with smokers 	Interview/ Reference

Reviewed: 09/2013 by: Lee-Ann de Villiers Next Revision: 09/2014