

PROSPECT PRIVATE NURSING HOME
PERSONNEL SPECIFICATION
Health Care Assistant

CRITERIA	ESSENTIAL	DESIRABLE
<u>Education/Qualifications:</u>	No formal qualifications. Must be able to demonstrate literacy and numeracy skills	Educated to GCSE standard in English and Maths or equivalent. NVQ 2 in Health & Social Care or similar
<u>Physical Requirements:</u>	Neat and tidy appearance	Non smoker
<u>Experience:</u>	Experience of Caring for others.	Care of Elderly Nursing Home setting
<u>Knowledge and Skills:</u>	Good verbal and written communication skills Good customer service attitude Ability to use own initiative Self motivating Trustworthy and an understanding of confidentiality	
<u>Personal Attributes:</u>	Ability to work as part of a team Ability to work under pressure Continued...	A desire to work with the Elderly Continued...

	Approachable, friendly, caring and personable	
<u>Other Requirements:</u>	Good attendance and Timekeeping record Flexible approach to working hours	Stable work record

<u>Date personnel specification last reviewed:</u>	September 2021
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<u>Signed:</u> <i>Mrs Liz Ross</i>	<u>Position:</u> Nurse Manager	<u>Date:</u> September 2021
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