

**PROSPECT PRIVATE NURSING HOME**  
**PERSONNEL SPECIFICATION**  
**Health Care Assistant**

CRITERIA	ESSENTIAL	DESIRABLE
<b><u>Education/Qualifications:</u></b>	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
<b><u>Physical Requirements:</u></b>	Neat and tidy appearance	Non smoker
<b><u>Experience:</u></b>	Experience of Caring for others.	Care of Elderly  Nursing Home setting
<b><u>Knowledge and Skills:</u></b>	Good verbal and written communication skills  Good customer service attitude  Ability to use own initiative  Self motivating  Trustworthy and an understanding of confidentiality	
<b><u>Personal Attributes:</u></b>	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	
<b><u>Other Requirements:</u></b>	Good attendance and Timekeeping record  Flexible approach to working hours	Stable work record

<b><u>Date personnel specification last reviewed:</u></b>	7 <sup>th</sup> July 2016
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<b><u>Signed:</u></b>	<b><u>Position:</u></b>  Nurse Manager	<b><u>Date:</u></b>  July 2016
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