

## EMPLOYEE SPECIFICATION CARE WORKER

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JOB POSITION:		CARE WORKER		
ELEMENT		QUALITY		
Ref:	ITEM	ESSENTIAL	DESIRABLE	CONTRA-INDICATORS
A	Educational Standards	1. Health & Social Care qualification 2. Good command of written & spoken English (Qualification / Ability to write legibly)	1. NVQ Level 2 or 3 in Care 2. D32 / 33 Assessor for NVQ	
B	Professional Qualifications			
C	In-Service Training Certificates		e.g. Health & Safety / First Aid / Food Hygiene / Moving & Handling /	
D	Relevant Job Experience	Previous experience in care		
E	Specialist Knowledge		1. Appropriate to client group 2. Medication administration 3. Registration issues 4. Infection Control 5. Dementia	
F	Specialist Skills & Aptitudes	Communication / interpersonal skills	1. Care Plan writing 2. Accident reporting	
G	Organisational Abilities	Ability to organise own work	Delegation & planning Leadership skills	
H	Physical Condition	Low sickness record in previous employment	Stamina	Poor medical record which could compromise job requirements
I	Attitude & Disposition	Tolerant / patient / sensitive / discreet / caring / compassionate	1. Cheerful disposition 2. Team Leader	
J	Other	Enthusiasm / motivation Ability to get to the Home		
Comments:				

## EMPLOYEE SPECIFICATION REGISTERED NURSE

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JOB POSITION:		REGISTERED NURSE		
ELEMENT		QUALITY		
Ref:	ITEM	ESSENTIAL	DESIRABLE	CONTRA-INDICATORS
A	Educational Standards	1 Good command of written & spoken English	D32 / 33 Assessor for NVQ	
B	Professional Qualifications	Current registration with NMC for appropriate client group	Specialist Certificate in care of appropriate client group	
C	In-Service Training Certificates		e.g. Health & Safety / First Aid / Food Hygiene / Moving & Handling	
D	Relevant Job Experience		Previous experience in care of appropriate client group	
E	Specialist Knowledge	1. Medication administration 2. Wound Care 3. Infection Control 4. Pressure Area Care	1. Appropriate to client group 2. Care Standards Act, 2000	
F	Specialist Skills & Aptitudes	Communication / interpersonal skills	1. Care Plan writing 2. Accident reporting & report writing	
G	Organisational Abilities	Leadership skills	Delegation & planning	
H	Physical Condition	Low sickness record in previous employment	Stamina	Poor medical record which could compromise job requirements
I	Attitude & Disposition	Tolerant / patient / sensitive / discreet / caring / compassionate	1. Cheerful disposition 2. Team builder	
J	OTHER	Enthusiasm / motivation Ability to get to the Home		
Comments:				

## EMPLOYEE SPECIFICATION CHEF / COOK

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JOB POSITION:		CHEF / COOK		
ELEMENT		QUALITY		
Ref:	ITEM	ESSENTIAL	DESIRABLE	CONTRA-INDICATORS
A	Educational Standards		Good command of written & spoken English	
B	Professional Qualifications	1. Appropriate catering qualifications e.g. C&G 2. Food Hygiene Level 1 or 2	Health & Safety in the kitchen environment	
C	In-Service Training Certificates		First Aid / Food Hygiene / Moving & Handling	
D	Relevant Job Experience	Previous experience as a cook / chef in a catering establishment	Menu Planning	
E	Specialist Knowledge	1. COSHH Regulations 2. Diets (cultural / clinical / specialised such as vegetarian, etc)	1. Nutrition, as appropriate to client group 2. Infection Control	
F	Specialist Skills & Aptitudes	1. Good food preparation & presentation skills.	1. Versatility in cooking a range of foods 2. Knowledge of food-borne contamination & illnesses 3. Leadership skills	
G	Organisational Abilities	1. Kitchen management 2. Food stock-taking / ordering / purchasing	1. Work within a budget	
H	Physical Condition	1. Good personal hygiene 2. Stamina		1. Poor medical record which could compromise job requirements 2. Smoker
I	Attitude & Disposition	Ability to communicate with appropriate client groups	1. Cheerful disposition 2. Team builder	Adverse temperament
J	OTHER	Enthusiasm / motivation Ability to get to the Home		
Comments:				

**EMPLOYEE SPECIFICATION  
HOUSEKEEPER (DOMESTIC STAFF)**

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JOB POSITION:		HOUSEKEEPER (DOMESTIC STAFF)		
ELEMENT		QUALITY		
Ref:	ITEM	ESSENTIAL	DESIRABLE	CONTRA-INDICATORS
A	Educational Standards	Ability to write legibly	NVQ Level 2 or 3 in house keeping	
B	Professional Qualifications			
C	In-Service Training Certificates		First Aid / COSHH / Moving & Handling / Health & Safety	
D	Relevant Job Experience	Previous experience		
E	Specialist Knowledge	Infection Control principles		
F	Specialist Skills & Aptitudes	Knowledge of correct use of equipment & cleaning materials	Resource Management	
G	Organisational Abilities	Time Management	1. Ability to plan own workload & that of others	
H	Physical Condition	1. Good personal hygiene 2. Stamina		
I	Attitude & Disposition	1. Ability to communicate with residents 2. Politeness / cheerfulness / tolerance	Team building	
J	OTHER	Enthusiasm / motivation Ability to get to the Home		
Comments:				

## EMPLOYEE SPECIFICATION HANDYMAN / GARDENER

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JOB POSITION:		HANDYMAN / GARDENER		
ELEMENT		QUALITY		
Ref:	ITEM	ESSENTIAL	DESIRABLE	CONTRA-INDICATORS
A	Educational Standards	Ability to write legibly		
B	Professional Qualifications		PAT testing	
C	In-Service Training Certificates		1. First Aid / COSHH / Moving & Handling / Health & Safety 2. Risk Assessments	
D	Relevant Job Experience	Previous experience in D&Y / home maintenance		
E	Specialist Knowledge	COSHH implications of toxic substances such as fuels, caustic & acid cleaners, herbicides, pesticides etc		
F	Specialist Skills & Aptitudes	Knowledge of correct use of power tools & garden equipment	Basic horticultural knowledge	
G	Organisational Abilities		Ability to plan own workload to meet defined maintenance schedules, etc	
H	Physical Condition	Stamina		Poor medical record which could compromise job requirements
I	Attitude & Disposition	1. Politeness / cheerfulness / tolerance 2. Willingness to accept instructions	Ability to communicate with residents	
J	<i>(Where driving duties are involved)</i>	Valid Driving Licence for appropriate class of vehicle	Clean Driving Licence	Previous convictions for motoring offences - drink-driving & dangerous driving
Comments:				

## EMPLOYEE SPECIFICATION ACTIVITIES COORDINATOR

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JOB POSITION:		ACTIVITIES COORDINATOR		
ELEMENT		QUALITY		
Ref:	ITEM	ESSENTIAL	DESIRABLE	CONTRA-INDICATORS
A	Educational Standards	Ability to write legibly	Publicity awareness / experience	
B	Professional Qualifications			
C	In-Service Training Certificates		1. First Aid 2. Risk Assessment 3. Moving & Handling	
D	Relevant Job Experience		Previous experience in organising indoor and outdoor activity programmes in a Care setting	
E	Specialist Knowledge	The community in which the establishment is situated	As appropriate to client group	
F	Specialist Skills & Aptitudes	Communication / interpersonal skills	Artistic flair	
G	Organisational Abilities		Ability to prioritise & manage own workload	
H	Physical Condition	Good eyesight	Stamina	1. Sensory deprivation 2. Poor medical record which could compromise job requirements
I	Attitude & Disposition	1. Tolerant / patient / sensitive / discreet 2. Willingness to accept instructions	Cheerful disposition	
J	(Where transporting residents is involved)		1. Assisting residents with respect to transport 2. Wheelchair handling with respect to transport	
Comments:				

