

PERSON SPECIFICATION

Job Title: Health Care Assistant H@H personal care

Hospice Pay Band: Band 3

Reports to: Deputy community services manager

Responsible to: Community services manager

	Essential	Desirable	Evidence
Qualifications	NVQ 2 in Health and Social Care or equivalent Care Certificate		Application
Experience& attainments	6 months experience as a health care assistant. - Ability to use a range of IT systems including electronic patient records. - Experience with Microsoft Outlook and emails. Word processing/Microsoft Word	- Understanding of life limiting conditions for patients and families - Experience of end-of-life care - Understand information Governance/use of patient information - Previous experience of community working	Application and Interview
Clinical Skills	- Patient facing experience - Have a keen eye for detail and the ability to manage a wide range of activities and changing priorities - Good organisation skills and ability to work responsively - Have a flexible approach - Ability to recognise risk and highlight concerns	Experience of administering and supporting patients with oral medication in the community	Application and Interview

Interpersonal skills	• Good Communication Skills • Ability to work well as a member of a team • Ability to communication with a wide range of people including professionals and service users. • Demonstration of compassion and kindness • Energy, drive and resilience, ability to work within a changing environment.		Application and Interview
Other	• Commitment to work unsocial hours • Full driving licence and access to a car – a hospice vehicle is available to use for most of the time		