

## Employee Specification - Family Care Worker

JOB POSITION:		FAMILY CARE WORKER		
ELEMENT		QUALITY		
Ref.	ITEM	ESSENTIAL	DESIRABLE	CONTRA-INDICATORS
A	Educational Standards	Good command of written & spoken English		
B	Professional Qualifications	Health & Social Care Diploma at Level 2a		
C	In-Service Training Certificates	1. Infection Control 2. Health & Safety 3. First Aid 4. Manual Handling	1. Food Hygiene 2. Control of Records & IT 3. Fire Safety	
D	Relevant Job Experience	Minimum one years post-qualification practice in Care	Previous experience with organisations delivering similar Care Services	Poor attendance record in previous employment
E	Specialist Knowledge		1. Appropriate to service user group 2. Medication administration	
F	Specialist Skills & Aptitudes	Communication / interpersonal skills	1. Care Plan writing 2. Accident reporting	
G	Organisational Abilities		1. Ability to plan and organise own workload 2. Ability to plan and organise staff shift rotas	
H	Physical Condition	Low sickness record in previous employment	Stamina	Poor medical record which could compromise job requirements
I	Attitude & Disposition	1. Tolerant / patient / sensitive / discreet 2. Willingness to accept instructions	Cheerful disposition	
J	OTHER	1. "Clean" driving licence 2. Appropriate insurance for vehicle business purposes 3. Mobile telephone	Car in good condition (reliable)	Previous convictions for motoring offences such as drink-driving / dangerous driving
Comments:				