

# Person specification

## Ribble Care Limited

### Job title: Domiciliary Care Worker

Name:

Date:

Areas of responsibility/ requirements	Requirements	Measurement				
		P	A		I	D
<b>Care Provision</b>  <b>Responsive</b> <b>Caring</b> <b>Effective</b>	<p>Ability to observe and implement Ribble Care Limited's Safeguarding Policy.</p> <p>Ability to undertake personal care tasks in a sensitive manner to meet the needs of the service users.</p> <p>Ability to recognize the needs of the Client which require reporting and reviewing. Ability to observe changes within the Clients' circumstances and respond accordingly. Focus on individuals' preferences and needs and maximise and maintain their personal independence.</p> <p>Ability to promote rights, autonomy and choices.</p> <p>An understanding of internal and external agencies, care and health providers.</p>		α		α	
			α		α	
			α		α	
			α		α	
			α		α	
<b>Communication</b>  <b>Safe</b> <b>Responsive</b>	<p>An ability to use information technology (including a computer) to undertake a range of administration tasks.</p> <p>To follow procedural guidelines and complete appropriate documentation in required formats.</p> <p>An ability to compile detailed written reports and devise and implement Clients' care plans.</p> <p>Be able to communicate clearly to Clients, employees and other professionals using a range of media.</p> <p>Understand the nature of confidentiality and Data Protection</p>		α		α	
			α		α	
			α		α	
			α		α	
			α		α	
<b>Team Work</b>  <b>Effective</b>	<p>Ability to work team structure and understand the importance of team work in relation to achieving desired goals and outcomes. Recognise strengths/ weaknesses within the team/individual and support colleagues when required</p>		α		α	
			α		α	
<b>Health and Safety</b>  <b>Safe</b> <b>Responsive</b>	<p>Able to take care of your health and safety and that of other persons affected by the delivery of care.</p> <p>Reporting back to the Line Manager issues of concern regarding</p>				α	

<b>Effective</b>	care delivery or environmental factors.  Ensure accidents/incidents are reported appropriately in line with procedure. Recognize the need to continue and improve you personal development.		α		α	
<b>Training, Development and Qualifications</b> <b>Safe</b> <b>Effective</b>	Be receptive and demonstrate a commitment to relevant training and recognize the need to continue and improve you personal development. Undertake a relevant level NVQ in care. Attend Team Meetings		α		α	α
<b>Mobility</b> <b>Effective</b> <b>Responsive</b>	Have access to a mode of transportation to undertake visits to service user's homes over a wide geographical area.		α		α	
<b>Flexibility</b> <b>Responsive</b> <b>Caring</b>	Undertake work on a rota system in the event of staff holidays / sickness etc., which will include: <ul style="list-style-type: none"> <li>- Work at weekends</li> <li>- Work on bank holidays</li> <li>- Work outside of normal hours</li> </ul> Ability to work on own initiative and prioritise care tasks.		α		α	
<b>Work to promote mutual respect and good relations</b>  <b>Caring</b> <b>Effective</b>	An understanding of the Equality of Opportunity, a commitment to its implementation and application in employment and service delivery  Respect for the diverse needs and lifestyles of others.  Able to provide a service to a diverse range of people to promote good relations and equality.		α		α	
<b>Work related circumstances</b> <b>Safe</b> <b>Effective</b>	Must be willing to undertake a DBS check at the appropriate level.  Willingness to comply with the Ribble Care Limited's Policies and Procedures and take responsibility for updating your knowledge thereof.					α

**P:** Pre-application    **A:** Application    **I:** Interview    **D:** Documentary evidence

Signature of Applicant .....

Signature of Manager .....