

Deputy Nurse Manager

Qualifications and Experience:

Substantial experiences in a caring profession and a Nursing qualification with experience of palliative care

Risk assessment/management experience

Working in the community

Care Planning and Implementing

Budget monitoring skills

Organisational/prioritisation skills

Good written and oral skills

Supervision of staff

Knowledge of: Community care legislation, health and voluntary agencies, carers act, Social Care and Health policies, procedures and practices

Deputy Manager

Qualifications and Experience:

Good general education

Substantial experience in a caring profession – NVQ 3 or a Nursing qualification

Risk assessment/management experience

Working in the community

Care Planning and Implementing

Budget monitoring skills

Organisational/prioritisation skills

Good written and oral skills

Supervision of staff

Knowledge of: Community care legislation, health and voluntary agencies, carers act, Social Care and Health policies, procedures and practices

Senior Community Care Service Officer

Qualifications and Experience:

Good general education

Substantial experience in a caring profession or a Nursing qualification.

Risk assessment/management experience

Working in the community

Care Planning and Implementing

Budget monitoring skills

Organisational/prioritisation skills

Good written and oral skills

Supervision of staff

Knowledge of: Community care legislation, health and voluntary agencies, carers act, Social Care and Health policies, procedures and practices

Occupational Therapist

Qualifications and Experience:

Good general education

Knowledge of: Community Care legislation, health and voluntary agencies, carers act, Social Care and Health policies, procedures and practices

High level of communication and negotiation skills

DIPOT or equivalent

Ability to use information technology

Care and Community Services Officers

Qualifications and Experience:

- Good general education
- Good written and oral skills
- Awareness of current relevant legislation
- Knowledge of health and safety
- Awareness of anti-discriminatory practice/attitudes
- Experience of delivering personal care in a residential care setting
- Awareness of risk assessment requirements
- Ability to develop and implement care plans
- Organisational skills
- Safe management and administration of medication
- Certified to administer medication

Shift Leader

Qualifications and Experience:

- Good general education
- Experience of providing direct personal care, and a NVQ 2 in care.
- Effective communicator verbal and written
- Good team member
- Ability to: Prioritise, negotiate, leadership, direct staff
- Understanding of issues
- Awareness of health and safety
- Understanding and commitment to equal opportunities
- Certified to administer medication

House Keepers

Qualifications and Experience:

- General level of education
- Good team member
- Good communication skills

Cook/Assistant Cook

Qualifications and Experience:

- Food hygiene certificate
- Excellent food hygiene knowledge
- Experience menu planning
- Experience of ordering
- Practical cooking skills
- 3 years experience food preparation
- 1 years experience at assistant cook level
- Leadership skills
- Team worker
- Excellent communication

Care Assistant

Qualifications and Experience:

- Need to be literate and numerate
- Understanding of personal/physical care needs
- Knowledge of basic community resources
- Experience in a caring capacity
- Able to attend to and assist with physical care needs
- Good English language communication skills – written and verbal
- Food Hygiene Certificate or working towards
- Manual Handling Training or working towards
- Induction and Foundation training or working towards
- NVQ2 in Care or working towards

Domestic Assistant

Qualifications and Experience:

General level of education
Good team member
Good communication skills
Food Hygiene Certificate or working towards

Clerical Assistant

Qualifications and Experience:

4 GCSE's grade C or above including English Language and Mathematics
Understanding of office practices and computerised systems
Experience of working in direct contact with people/dealing with members of the public
Ability to communicate effectively, both orally and in writing
Ability to produce accurate work
Good keyboard skills
Flexible/adaptable approach to work
Able to work under pressure

Activity Officer

Qualifications and Experience:

Good general education
Awareness of relevant legislation
Basic knowledge of health and safety
Awareness of anti-discriminatory practice/attitudes
Some experience of working in a caring role/in the community
Good written and oral communication skills
Organisational skills
Ability to contribute to:

- Group work
- The development and implementation of care plans/reviews