



Dorset County Council
Statement of Purpose
Residential Care Home for Older People
Qualifications and Experience

Appendix 1

Senior Care and Community Officer

Qualifications and Experience:

Good general education
Substantial experience in a caring profession
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, Dorset County Council policies, procedures and practices
Certified to administer medication

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 Leaders

Qualifications and Experience:

Good general education
Experience of providing direct personal 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

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

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

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