



## *Person Specification*

Job Title: Care Leader

Date Prepared: May 2022

DETAIL		ESSENTIAL or DESIRABLE	EVIDENCE
EDUCATION AND QUALIFICATIONS	<p>QCF Level 3 Diploma in Health and Social Care or equivalent.</p> <p>QCF Level 3 Award in Awareness of Dementia or Certificate in Dementia Care</p> <p>QCF Level 4 Certificate in Principles of Leadership and Management for Adult Care Services, or willingness to complete in first 6 months of employment</p>	<p>E</p> <p>D</p> <p>E</p>	Application Certificates
EXPERIENCE	<p>Minimum 12 months or equivalent, in a leadership role.</p> <p>Minimum 12 months experience in a residential care setting or older adults.</p> <p>Minimum of 12 months assessed competence in the management and administrative of medication, including controlled drugs and oxygen.</p> <p>Medication management assessor able to supervise, train and assess the competency of others in medication management and administration.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p>	Application Certificates
SPECIFIC SKILLS	<p>Able to evidence:</p> <ul style="list-style-type: none"> <li>knowledge of how and why leadership and management styles and skills may need to be adapted to address different situations.</li> <li>awareness of responses of others to their actions and behaviours.</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>	Interview

	<ul style="list-style-type: none"> <li>• how through everyday practice, they allow staff to reflect upon how they impact on and deliver services.</li> <li>• awareness of strategies for establishing a values-based culture and building commitment to a values-based vision for the team.</li> <li>• taking personal responsibility to act on feedback from staff and people who use services, their families and carers.</li> <li>• understanding of the legislative and policy context of adult care provision including, legislation, supporting guidance and national policies that underpin the delivery of adult care.</li> <li>• they understand the meaning and importance of 'personalisation' as a key concept in adult care.</li> <li>• how they adapt their communication to different preferences, needs, contexts and situations</li> <li>• understanding features, principles and values of outcomes-based practice and how outcomes-based practice relates to the wellbeing of individuals in care homes.</li> <li>• how they guide, mentor direct and support colleagues, people who use services, their families and carers to ensure that high quality care outcomes are achieved.</li> <li>• how they use supervision to plan, revise, and review team member objectives.</li> <li>• how they ensure the relevant learning needs of staff are met.</li> <li>• an understanding of their responsibilities towards individuals, their families, and</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	
--	--	--	--

	<p>carers as well as team members in relation to safeguarding.</p> <ul style="list-style-type: none"> <li>• understanding of methods for supporting others to comply with health and safety policies, procedures, and practices relevant to their work.</li> <li>• IT literacy specifically Microsoft packages and EMIS</li> </ul>		
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>• Ability to use your imagination to engage others.</li> <li>• Ability to make others smile.</li> <li>• Ability to work from the heart.</li> <li>• Ability to make the most of the time you have, to provide positive social interactions.</li> <li>• To be non-judgemental towards others</li> <li>• Ability to listen and respect others' points of view even if you disagree.</li> <li>• Prepared to challenge yourself to try new things.</li> <li>• Show authority by personally intervening when appropriate.</li> <li>• Personally, show awareness of responses of others to your actions and behaviours.</li> <li>• Reflect on your own work and give and receive constructive feedback to enable team development.</li> </ul>	<p>E E E E  E E</p>	Interview
<b>OTHER FACTORS</b>	<ul style="list-style-type: none"> <li>• Satisfactory DBS check</li> <li>• Availability to work unsocial hours i.e., early mornings, evenings, nights, weekends, and public holidays to ensure the home is covered 365 days a year.</li> <li>• To have received two doses of a COVID-19 vaccine and can provide evidence, unless medical exemption applies</li> </ul>	<p>E  E  E</p>	<p>Certificates  Interview</p>