

APEX HOUSING ASSOCIATION

EMPLOYEE SPECIFICATION

POSITION: Care Assistant

COMPLETED: May 2025

CRITERIA	ESSENTIAL	DESIRABLE
EDUCATION/ QUALIFICATIONS/ ATTAINMENTS	<ul style="list-style-type: none">• QCF/NVQ 2 Health and Social Care or equivalent• Must be currently registered with NISCC <u>or</u> if new to the sector must achieve registration within 6 months.	
RELEVANT EXPERIENCE	<p>(OR)</p> <ul style="list-style-type: none">• A minimum of 6 months experience in a formal setting working in a caring / support role with vulnerable adults (either paid or unpaid).• Must be willing to work towards completion of QCF Level 2 Health & Social Care• Must be currently registered with NISCC <u>or</u> if new to the sector must achieve registration within 6 months.	<ul style="list-style-type: none">• A minimum of 1 year's experience in a formal setting working in a support role with vulnerable adults (either paid or unpaid) with older people.• Experience of working in a nursing environment
SPECIALIST KNOWLEDGE/ TRAINING		Adult Protection Personal Safety First Aid Certificate Moving/Handling Techniques Basic Food Hygiene IT skills

PERSONAL SKILLS	<ul style="list-style-type: none"> • Ability to: 	
Empathy	<ul style="list-style-type: none"> • Respect the unique working environment (residents` home). • Display empathy with residents. • Manage personal/professional boundaries. 	
Communication	<ul style="list-style-type: none"> • Communicate effectively and establish and maintain good working relationships with the multidisciplinary team, residents, visitors, colleagues, relatives, other departments and all levels of management. 	
Administration	<ul style="list-style-type: none"> • Read and understand written work, write clear and accurate reports/records. 	
Initiative	<ul style="list-style-type: none"> • Prioritise workload • Recognise change and respond to it. • Use personal initiative 	
Confidentiality	<ul style="list-style-type: none"> • Maintain confidentiality. 	
PHYSICAL REQUIREMENTS	<p>Ability to:</p> <ul style="list-style-type: none"> • Carry out night work. • Carry out moving & handling 	
DISPOSITION	<ul style="list-style-type: none"> • Possesses values when working with patients and others which match Apex's vision and values as verified by an on-line questionnaire. • Flexible and adaptable to change. • Willingness to accept instructions/direction. • Committed to engaging in opportunities for professional development and learning 	
CIRCUMSTANCES	<p>Prepared to be flexible and available to work unsocial hours (including waking nights).</p>	

Please note Apex reserves the right to enhance criteria to facilitate shortlisting.