

Person Specification – Assistant Manager, Oxgangs Care

1. Qualification	
<p>Minimum SVQ 3 Social Services and Healthcare OR SVQ 3 Health and Social Care (SCQF Level 7) and be working to gain a Supervisory qualification. If you do not have these qualifications Oxgangs Care will require you to achieve them when in post.</p> <p>OR, other relevant qualification e.g. nursing, physiotherapy, occupational therapy, and if registered with the appropriate regulatory body.</p> <p>Please check SSSC website for further detail.</p>	Desirable
2. Experience	
2.1 Experience of working in an Adult Social Care setting, preferably with older people.	Essential
2.2 Minimum of up to 1 year supervision experience in a care setting.	Essential
2.3 Experience of carrying out Health and Safety regulations.	Desirable
2.4 Experience and knowledge of Regulation of Care requirements.	Essential
2.5 Experience of planning and providing outcomes focused care.	Essential
2.6 Experience of producing written documents such as, care plans and risk assessments.	Essential
2.7 Experience of working as a team member and being flexible to meet service needs	Essential
3. Knowledge and Skills	
3.1 Knowledge of the policy frameworks underpinning Personal Care Services	Essential
3.2 Knowledge of the Principles and Values of Care.	Essential
3.3 Knowledge of the issues facing older people and their carers.	Desirable
3.4 Knowledge of basic GDPR principles including requirement for confidentiality	Desirable
3.5 Knowledge of budget monitoring and financial processes.	Desirable
3.6 Good IT skills	Essential
3.7 Good verbal communication and interpersonal skills.	Essential
3.8 Good organisational, time management and prioritising skills.	Essential
3.9 Good literacy skills	Essential
3.10 Ability to analyse problems and identify solutions	Essential
3.11 Ability to motivate others	Essential
3.12 Ability to produce accurate written communications.	Essential
3.13 Ability to work on own initiative without supervision.	Essential
4. Personal Attributes	
4.1 A commitment to respecting rights and dignity of others.	
4.2 Flexible and adaptable to both tasks and people.	
4.3 Good work ethic.	
4.4 Resourceful, creative and committed to progress.	