

# Employee Specification

Job Title: Assistant Care Manager  
Location: Princess Alexandra Home



# N-Vision

Blackpool, Fylde & Wyre Society for the Blind

**Applicant:** \_\_\_\_\_ **Total Score:** \_\_\_\_\_ **Date:** \_\_\_\_\_

[Scoring: Meets criteria 1 – Fails to meet criteria 0]

<b>Qualities</b>	<b>Essential</b> Those qualities which are essential to perform the job	<b>SCORE</b>	<b>Desirable</b> Those qualities which allow the job to be performed to the optimum level	<b>SCORE</b>
<b>Work Experience</b> Previous experience required to do the job	Experience as Care Assistant in similar sized care home or experience at management level within a smaller home.		Experience of working with visually impaired.  Experience of working with adults with learning disabilities.	
<b>Education/Qualifications</b> e.g. academic or professional qualifications	Level 2 or 3 in Health and Social Care or similar.		Leadership and management qualification.  First aid training  Fire safety training	
<b>Skills/Abilities/Knowledge</b> e.g. analytical skills, computer skills	Accurate report writing skills Excellent communication skills.		Knowledge of visual impairment.  Computer and IT proficient	
<b>Personal details</b> e.g. leadership, flexibility, team working	Ability to work well under pressure. Ability to foster team work.			
<b>Other circumstances</b> Special conditions that apply to this job, e.g. need to travel etc	Ability to participate fully as a team member and also be able to work independent. Able to carry out sleep in duties and cover sickness and holidays.			
	<b>Total</b>		<b>Total</b>	

**For office use only**

**Completed by:** \_\_\_\_\_

**Date:** \_\_\_\_\_