

Job title	Care Supervisor (Team Leader)_
Responsible to	Service Manager

CRITERIA

The criteria in this person specification relates to the corresponding job description and therefore should not be read in isolation.

ESSENTIAL	DESIRABLE
PERSONAL QUALITIES	
<p>Desire to make a positive difference to the lives of others</p> <p>Trustworthy, compassionate, respectful</p> <p>Ability to perform care and/or support duties, work unsupervised, manage time effectively and respect and maintain confidentiality</p> <p>Ability to focus on high quality services in a challenging sector and deliver under pressure</p> <p>Ability to influence others, encouraging colleagues to reach and maintain high standards of care delivery</p>	<p>Positive and friendly demeanour, with the ability to switch between sociable and quiet depending on client preferences</p> <p>Ability to separate the professional and the personal</p>
QUALIFICATIONS & TRAINING	
<p>SVQ3 in Health & Social Care, and PDA in Supervision, or equivalent</p> <p>Willingness to undertake further training</p>	<p>Recognised training in specific topics/areas involved in high quality provision of homecare</p>
KNOWLEDGE, SKILLS & EXPERIENCE	
<p>Excellent oral and written English communication skills – to enable safe and effective communication with clients, colleagues and care partners</p> <p>Minimum 12 months experience of paid care work providing services to vulnerable older people, including all activities of daily living</p> <p>An excellent understanding of adult protection issues, the National Care Standards, the Care Inspectorate regulatory function and the needs and rights of older people</p> <p>Experience of developing junior staff, including on-the-job training/instruction</p>	<p>Experience of co-ordinating personal care plans, undertaking risk assessments, care assessments/reviews</p> <p>An understanding of practice development / support & supervision of staff</p> <p>Previous experience of managing staff at a senior/supervisory level</p> <p>Experience of providing out of hours or on-call support and/or co-ordinating duties</p>
OTHER	
<p>Willingness and ability to become a member of PVG scheme for adults</p> <p>Flexible approach to work, with minimal restrictions</p> <p>Current driving licence</p> <p>Access to a roadworthy vehicle with insurance for work purposes</p>	<p>Member of PVG scheme for adults</p> <p>No regular restrictions on availability during normal service hours</p>

Please note that this person specification and the job description to which it relates will be subject to continuing review and development and therefore may change.