

### Person Specification - Care Supervisor

	Essential	Desirable
<b>Qualification</b>	<ol style="list-style-type: none"> <li>1) QCF Level 3 in Health and Social care or other relevant qualification</li> </ol>	<ol style="list-style-type: none"> <li>1) QCF Level 4 or above in Health and Social care or other relevant qualification</li> <li>2) Accredited dementia training</li> </ol>
<b>Experience &amp; Knowledge</b>	<ol style="list-style-type: none"> <li>1) Experience of supervising and/ or managing staff in a care home or similar environment.</li> <li>2) Ability to develop and manage staff rotas.</li> <li>3) Advanced Medication Management experience.</li> <li>4) Working knowledge of Mental Capacity Act or Deprivation of Liberty Safeguards.</li> <li>5) An understanding of the importance of confidentiality</li> <li>6) High level of care knowledge</li> <li>7) An understanding of person centered-care</li> </ol>	<ol style="list-style-type: none"> <li>1) Experience of working with budgets</li> </ol>
<b>General Aptitude</b>	<ol style="list-style-type: none"> <li>1) Appropriate levels of skill in Maths &amp; English</li> <li>2) Strong communication skills</li> <li>3) Strong organizational skills</li> <li>4) Able to use standard MS</li> </ol>	

	office packages (Word/Outlook/Excel)	
<b>Specific Skills</b>	1) Ability to work with Professional Health teams.	2) First Aid at Work qualification
<b>Personal Qualities</b>	1) Flexibility to alternate working pattern, provide cover and attend emergencies outside of normal working hours.	
<b>Greensleeves Care Values</b>	<p>Ability to demonstrate understanding and apply our workplace values. These are embedded in all roles and applicants must evidence their values.</p> <ol style="list-style-type: none"> <li>1) <b>Respect</b> - You treat residents and colleagues with dignity and value their unique life experiences and personal contributions.</li> <li>2) <b>Openness</b> - You act openly and honestly, building confidence in our intentions and behavior. We choose words and actions that are sincere, not misleading.</li> <li>3) <b>Responsibility</b> - You are committed to meeting the needs of others and behave responsibility towards residents and colleagues, being careful of the choices we make.</li> </ol>	