

Shift Leader Person Specification –	Essential	Desirable	Evidence
<b>Qualifications &amp; knowledge</b>	QCF Level 2 with the commitment to enrol within the 1 <sup>st</sup> 12 months of the role and complete QCF level 3		
<b>Skills</b>	<p>Excellent verbal and written skills</p> <p>Knowledge and /or experience of using Microsoft Office packages.</p> <p>Time Management</p> <p>Record Keeping</p>	Knowledge and/or use of electronic databases	<p>Able to recognise and prioritise workload effectively, especially in an emergency situation</p> <p>Application Form</p> <p>Interview</p>
<b>Experience</b>	<p>Minimum of 2 years Health &amp; Social Care experience</p> <p>Good knowledge of CQC requirements</p> <p>Administering medication</p>	<p>Training certificate in Mental Capacity</p> <p>Previous experience as a Shift Leader</p> <p>Leading &amp; supporting a team in a busy environment</p>	<p>Ability to record accurate resident information in a timely manner to set standards</p> <p>Understanding of audit, quality and risk management initiatives</p> <p>Application Form</p>
<b>Emotional Intelligence</b>	<p>Able to relate well to the importance of maintaining the dignity and respect of residents</p> <p>Able to demonstrate understanding of the importance to work toward a person centred approach to all care delivery</p>		<p>Able to relate well to other people</p> <p>Able to demonstrate empathy for the needs of residents</p> <p>Application Form</p>
<b>Knowledge</b>	<p>Understand the importance of confidentiality</p> <p>Awareness of the Mental Capacity Act 2005</p>	Demonstrate knowledge of how confidentiality can be maintained	Able to demonstrate a good understanding of Safeguarding of Vulnerable Adults

