

# Alpha Care Specialists

Homecare Services at its Best

Community House

311 Fore Street, Edmonton

London N9 0PZ

Telephone 020 8373 6257

Fax: 020 8373 6294

E:mail: [Info@alphacares.org.uk](mailto:Info@alphacares.org.uk)

Website: [www.alphacares.org.uk](http://www.alphacares.org.uk)



## JOB SPECIFICATION

**Post: Personal Care Assistant**

### Skills/Abilities/Knowledge/Qualifications/Experience

1. Knowledge and preferably experience of dealing with people with varying forms of disabilities (both mental and physical)
2. Knowledge and ability to communicate with users in English
3. Knowledge and ability to write documents in English (i.e client sheets)
4. Experience of light housework, including hoovering, dusting, changing linen and shopping
5. Experience in making light meals, including breakfasts
6. Ability to administer medications
7. Experience of developing relationships with the elderly
8. Ability to make a positive contribution to the users confidence and ensure their safe keeping while in your care
9. Ability to contribute to the development of your colleagues and to your develop your own abilities to enhance your work performance with the assistance of the organisation
10. Experience and ability to work within the compliance of the Alpha Care Specialists' policies, procedures and relevant legislations
11. Ability to keep clients issues in the strictest of confidence
12. Abilities to understand reporting methods to your Line Manager

July 2018

Alpha Care Specialists a Company Limited by Guarantee (England & Wales) Company Registration No. 3957802.  
Registered Office: As above Registered Charity Number 1084004

