



Charity Number 1072416

**PERSON SPECIFICATION**  
**SERVICE MANAGER**  
**HAVEN HOMECARE**

Qualifications	Essential	Desirable	
A qualification relevant to care management at QCF Level 5 or 1 <sup>st</sup> level nursing.	X		CV & application
<b>Experience</b>			
At least two years experience of providing care to older people.	X		CV & application
Working in a domiciliary or community based service.	X		CV & application
Experience of working with people with dementia.	X		CV & application
Responsibility for staff management and supervision.	X		CV & application
Responsibility for management of budgets.	X		CV & application
<b>Knowledge and skills</b>			
Understanding of the statutory framework for social care in Wales.	X		CV & interview
Detailed understanding of care assessment and planning.	X		CV & interview
Able to work independently and plan and prioritise work.	X		Interview
Able to analyse, interpret and use performance data effectively.	X		Interview
Able to develop, motivate and sustain a competent and effective workforce.	X		Interview
Able to lead and manage a staff team.	X		Interview
Able to form constructive working relationships with colleagues, clients and other agencies.	X		Interview
Able to work flexibly and manage periods of unexpected stress.	X		Interview

Able to communicate clearly and effectively both in speech and written form.	X		CV, application & interview
Efficient IT skills.	X		CV & interview
<b>Personal attributes</b>			
Actively practicing the Christian religion and be able and willing to promote the Christian values of the Trust and the vision and ethos of the service.	X		CV, application & interview
Access to a car and possession of a full UK driving license.	X		CV
Works to high professional standards and promotes these in others.	X		Interview
Willing to participate in the out of hours on call rota.	X		Interview
Willing to undertake additional managerial or care duties if required in exceptional circumstances.	X		Interview