

Personal Specification
Home Hospice Team Assistant

	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Awareness and understanding of the needs of palliative care patients and their carers • Awareness of the needs of people living with cancer • Capable of working independently using own initiative when necessary • Working as part of a small team • Awareness of fundraising in a small organisation 	<ul style="list-style-type: none"> • Understanding of working with volunteers • Experience of working with client groups/Daycare
Skills and Knowledge	<ul style="list-style-type: none"> • Good Communication and Listening skills • Able to demonstrate the need for empathy when dealing with patients and carers • Understanding the need for confidentiality • Awareness of Health & Safety guidelines and security in the workplace • Able to record accurate information • Willing to be flexible for the needs of the organisation • Computer literate – competent with Microsoft Office Suite 	<ul style="list-style-type: none"> • Ability to liaise with other professionals.
Other	<ul style="list-style-type: none"> • Use of own vehicle to transport patient/carer as needed. (working mileage paid) • Willingness to attend meetings and training sessions to keep updated for the needs of the organisation 	