

# Embedding values into job descriptions and person specifications

## Why should people want to work for you?

Once you have agreed your workplace values, you're ready to include them in job descriptions and person specifications.

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## Step one: Review your workplace’s existing job description to ensure that the responsibilities are accurate and reflect the job requirements

Here are two examples below taken from an example care home’s care assistant job description. Review these types of statements on your workplace job descriptions each time you recruit to see if anything has changed or needs adding so it is an accurate reflection of the role you are recruiting to.

“To assist people who use our care and support service with all aspects of personal care. Including, washing, personal hygiene, dressing and assisting with meals.”

“To help people who use our care and support service participate in daily activities of their choice such as day trips, recreational/ leisure activities, crafts, reading, writing”.

## Step two: Embed your values into job descriptions

There are different ways that values can be embedded into a job description – here are a few suggestions.

### A) Detail your workplace values as a separate requirement within the key responsibilities.

#### Duties and responsibilities

“To assist people who use our care and support service with all aspects of personal care. Including washing, personal hygiene, dressing and assisting with meals”.

“To help people who use our care and support service participate in daily activities of their choice such as day trips, recreational/ leisure activities, crafts, reading, writing”.

“To promote and adhere to the workplace values of the care home (caring, dignity and respect, learning and reflection, commitment to quality care and support)”.

### B) Describe the values of the workplace as a separate section in the job description.

Job description
<b>General Information</b>
Title:
Reports to:
<b>Workplace values</b>
<b>The post holder will be expected to operate in line with our workplace values which are:</b> <ul style="list-style-type: none"><li>• <b>caring</b> – being kind and giving emotional support to others.</li><li>• <b>dignity and respect</b> - being considerate towards colleagues and people who use our care and support service.</li><li>• <b>learning and reflection</b> - improve on future performance by analysing what you have learned and how far you have come.</li></ul>

- **commitment to quality care and support** - continuous safe, compassionate care for every person who uses and relies on our care and support services.

## Duties and responsibilities



## Step four: Embed your values into person specifications

- A) Include the workplace values to what has already been stated in the person specification.

### Person specification

#### Essential skills, experience and values

**A caring individual who is passionate about providing care and support to vulnerable people.**

**You help people to retain their dignity and respect their privacy when delivering personal care to them.**

Excellent organisational skills.

A team player but also able to work on own initiative.

Self-motivated and flexible.

Ability to provide emotional and social sup

