

EMPLOYABILITY

Student's Name: Rakib Mohammed

Student's ID: 1605700

Teacher's Name: Mary March

Table of contents

Introduction	3
Part 1	3
Part 2	4
Part 3	4
Conclusion	5
Reference list	6

Introduction

The study focuses on the employability skills that are required in the health care service. For this purpose, the study will attach CV for the person specification for the eligibility of health care assistant. Furthermore, the study will incorporate team working and time management as the skills for the employability in the segment of health care.

Part 1

The purpose of the job Description

According to Lowden et al. (2011), job description can refer to the purpose of the job along with the main responsibilities including the tasks carried out by the vacant post, the skills including the competencies needed for carrying out the assistant job, all are mentioned within the job description. On the other hand, Wilton (2011) has stated that the person specification refers to the personal qualities an individual needs for performing the job in the question, it further includes the qualifications, skills, experiences along with the abilities are essential for carrying out the key objectives of the job including which are desirable. Moreover, the job description for a health assistant has the role that needs to be reported to the higher authority of the medical centre. Within the job description, the location where the candidates need to be posted after being hired and the salary based on which he/she is selected, all are mentioned. In addition, Rosenberg et al. (2012) has stated that the role-play of health assistants must have the essential elements, that they are being able for demonstrating the desirable factors, which can give her or him an advantage during the selection. Moreover, the medical or health assistants having role regarding the patient health records such as maintenance and documentation and the medical records refer to the critical and severe care given to the patient in order to recover them. Within their job role, the selected candidates as an assistant in the health and social care, is evaluation or check up, management for diagnosis and at last, treatment. According to Hind and Moss (2012), job role of a health and social care related assistant, they need to perform a crucial role while evaluating, diagnosing or treating the patient's condition because it is all about someone's life and death. Thus, the medical assistants need to be very cautious while selecting this stream, as they need to deal with the lives of the patient, moreover, sometimes; the lives of the patient are at risk. Thus, the purpose of job description is important in order to make the candidates aware and understand that they are going to deal with various risks and handle the lives of the patients.

The Purpose of the Person Specification

Many a time, the recruitment process seems daunting in a number of segments. For this reason, it is important to advertise the role along with accurate and clear information about the designation. Therefore, it can be stated that, the person specification is a pivotal part in the recruitment toolbox. According to the viewpoint of de Guzman and Choi (2013), the person specification allows the recruiter to communicate with the ideal candidate who has specific education, extra traits and previous work experience. However, in this context, the purpose of person specification is given related to the health care service.

According to the viewpoint of Benson *et al.* (2014), person specification makes the interview process easier and more refined. With the help of this, the employer becomes able to identify the actual person competent as the health care assistant. Along with this, it can be stated that, with the help of this person specification, it becomes possible for the employers to identify personality traits related to this particular segment.

Part 2

Part 3

Competency Statement 1 (Team Working)

Working under the ways, that may help a healthcare organization to recognize the different team working experience that may be helpful for the organization to make an effective ways to work (Ju *et al.* 2012). Team working is necessary under almost every organization on the virtue of which it may be effective for the employees to work in a much better way and do the work as per the needs of the customers (patients). In this way, it may be said that a company will always be effective in the ways through which it would be working (Andrews and Russell, 2012). The following points will demonstrate the ways that may help a healthcare organization to work effectively are as follows:

- a. A good mix of introverts and extroverts:** An employee would always need to be an effective worker under which the other employees would be effective to gel up with the person and share a good mix of the things that need to be done if any assignment comes

by (Jackson, 2014). In this way, it may be easy for the person to work effectively and meet the demands of the company in various effective ways.

- b. Sharing the same thoughts:** Sharing it is much needed if employees would be in teamwork. In this way, it may become easy for the employees to work and maintain the works of the company effectively (Jones, 2013). All the working ways of the company would need to be done by the team that may lead up to an effective sharing of the thoughts that may be required in order to work under the assignment.
- c. Communicative:** Being communicative would require an effective team bonding that may help the employees to make a way of the works that may need to be done in the company and on the virtue of which it may said to be effective for the company in various ways possible (Omar *et al.* 2012).

Competency Statement 2 (Time Management)

Time management is always required to perform effective assignment, which may be short in time. If the employees will have an effective bonding then it may be effective for the company to take care of all the works that would result in effective working ways of the company in various ways required (Rao, 2014). Managing the time is utmost important in a healthcare organization which may need to be followed almost every time.

Conclusion

In the provided study, the different ways that may be helpful for a person to be employed in a healthcare organization had been provided. The ways that may help the person to settle in to an effective health care organization to work into and make the necessary changes which may be required to deal with effectively. Hence, it may be concluded that the various job specification that will be needed to be a healthcare assistant. A CV had also been attached that may give an idea of the total specification of the employee and is the person is eligible for the job or not. Lastly, a couple of competency statement had been provided to ensure the working ways that may be helpful for an employee to be a part of the organization, which the individual had chosen.

Reference list

- Lowden, K., Hall, S., Elliot, D. and Lewin, J., 2011. Employers' perceptions of the employability skills of new graduates. *London: Edge Foundation*.
- Wilton, N., 2011. Do employability skills really matter in the UK graduate labour market? The case of business and management graduates. *Work, employment and society*, 25(1), pp.85-100.
- Rosenberg, S., Heimler, R. and Morote, E.S., 2012. Basic employability skills: a triangular design approach. *Education+ Training*, 54(1), pp.7-20.
- Hind, D.W. and Moss, S., 2012. Employability skills.
- de Guzman, A.B. and Choi, K.O., 2013. The relations of employability skills to career adaptability among technical school students. *Journal of Vocational Behavior*, 82(3), pp.199-207.
- Benson, V., Morgan, S. and Filippaios, F., 2014. Social career management: Social media and employability skills gap. *Computers in Human Behavior*, 30, pp.519-525.
- Ju, S., Zhang, D. and Pacha, J., 2012. Employability skills valued by employers as important for entry-level employees with and without disabilities. *Career Development and Transition for Exceptional Individuals*, 35(1), pp.29-38.
- Andrews, G. and Russell, M., 2012. Employability skills development: strategy, evaluation and impact. *Higher Education, Skills and Work-Based Learning*, 2(1), pp.33-44.
- Jackson, D., 2014. Testing a model of undergraduate competence in employability skills and its implications for stakeholders. *Journal of Education and Work*, 27(2), pp.220-242.
- Jones, E., 2013. Internationalization and employability: The role of intercultural experiences in the development of transferable skills. *Public Money & Management*, 33(2), pp.95-104.
- Omar, N.H., Manaf, A.A., Mohd, R.H., Kassim, A.C. and Aziz, K.A., 2012. Graduates' employability skills based on current job demand through electronic advertisement. *Asian Social Science*, 8(9), p.103.
- Rao, M.S., 2014. Enhancing employability in engineering and management students through soft skills. *Industrial and Commercial Training*, 46(1), pp.42-48.

Curriculum Vitae

Career Ambition: I want to serve the humanity and the society through my work experience of being a care assistant in Social and health sector. I want to fulfill my dream of helping people through this job so that I can satisfy the ambition of becoming a perfect care assistant in the field of social work and health. I would like to use my experience so that I can do betterment of this field and I would also love to enhance my skills through the help of the higher executives. I would try my best to learn from the organization while involving all of my ability to work in the process of betterment, which is the organizational requirement.

Personal Details:

Name: Rakib Mohammed

Cell: 07459917665

Email: rakib0506@yahoo.com

Language: English, Bengali and Italy

Nationality: Italian

Academic Qualification: Certificate of Higher Education (Skills for Workplace) from the University of Wales, Trinity Saint David.

Other accomplishments and recommendations:

- I have worked and ranked well in various spot events organized in my place
- I have received various prizes in the debate competition organized by the state authority

Hobbies and Interest:

- Reading Newspapers and Articles
- Participating in various social work programs as a volunteer
- Reading fictions and books

Other Extra Curriculum Activities:

- Watching drama
- Performing various arts like singing, dancing
- Organizing blood donation camps and shawl distribution camps for poor people

Personal Strengths:

Hard working, self-motivation, quick learner, effective communicator, adaptive in all working environment and self-enthusiastic in pressure management.

Weak point:

Dissatisfaction until the perfect outcome of the job result and over ambitious

Working Experience:

- Worked for two years as a care assistant.