

Employability

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Introduction

This assignment is focused over the employability skills need for the health and social care service. Some key terms, which will depict about the concept of some professional jargons, also mentioned here. Moreover a curriculum vita also attached, which helps a candidate to get job in the care service related organization. In the last part of this assignment a personal review about the working experience of the candidate is mentioned here. Required skill and knowledge and the process of gaining of those attributes is the main content of that personal reflective journal, Moreover how the expected job will fostering the resource of the candidate for the health and social care sector are briefly discussed in the personal review content.

Task 1- Prepare Curriculum vitae

Curriculum vitae has attached as a separate file

Task 2- Definition of different terminology regarding the Employment procedures

Rota: Rota in employment stands for the rotational shifts of working hours set by an organization (Arce, 2017).

Health and safety regulations: The regulations set for health and safety care procedures, which need to maintain by the all employee of this sector as per the law (Asiri *et al.* 2017)

Good conduct procedures: procedures, which are set by an organization for their employee to maintain good and ethical behavior within the office premises (Bozionelos *et al.* 2016).

Career advancement: Some courses, which boost up the resources of and person to achieve a good career goal prioritize by them (Cottrell, 2015).

Staff recruitment: Staff recruitment is a mandatory task of the HR department of any organization in which process expected and resourceful candidate can recruit in their functional process (Dowling *et al.* 2015).

Job evaluation: Job evaluation is analysis process of job performance done by any required candidate (Sarkar *et al.* 2016). In other prospective job evaluation stands for the assessment of job quality by the candidate to matched their job requirement with the advertised job of any medium.

Job specifications: job specification is a detailed description of the role, including all responsibilities, objectives, and requirements set by an organization (Vanhercke *et al.* 2014). Person specifications need to be matching Job specification.

Job description:

Purpose of job description: all the above-mentioned documents are important to understand about the employability skills. Moreover, the job description also enlists the requirements of the company and the required skills and knowledge of individuals to accomplish the responsibility of the said post.

Job description:

Job title- Home Care Worker

Job location, department, area of business- Primary care home, London

Grade of the job- Care Assistant

Purpose of the job- to provide accurate service to the elderly aged person.

Title of the person where the job holder reports- HR

Duties and responsibilities of the post- maintain treatment sheet of the patient and overall care assistance.

Significant information:

Date of issue:

Job description: workup to 16 hours per week

Sifting duties

Annum 7.50 pound

Job objectives: provide care to the patient and take care of the old aged people

Job Task: provide person centered care and personal care to resident in all aspects of daily life

Person specifications:

A person specification is a profile of companies' ideal new employee with their skills, experience, and personality type (Tymon, 2013). Person specification is a searching process to find required candidate profile for any particular job. The human resource manager has done this task during the time of job profile searching from various job portals.

Detailed person specifications:

Skills

The person needs to have skills regarding the area that he or she can handle the patients.

Educational qualification

ESOL Entry Level 3 (2011) and ESOL Level 1 (2012) from Tower Hamlets College, London, UK.

Certificate in Higher Education (Skills for workplace) from the University of Wales, Trinity Saint David, UK- Studying from June 2017.

Knowledge

knowledge regarding the different medicines along with the symptoms of different kind of diseases.

Experience

Experience of one year in a recognized care home.

Special requirements

Effective communication skills.

Interviewing:

Interviewing is a process to recruit new employees by the human resource department in an organization. In this time of interview a HR manager need to evaluate the skills of the interviewee with the Job requirement (Arce, 2017).

Induction: A process of include an employee in the working procedure of van organization or any service in the system of any organization (Bozionelos *et al.* 2016).

Mentoring:

The process for motivating associates of any organization through internal or external experts for any particular task or to achieve the organizational goals (Cottrell, 2015). This task has controlled by the Team leader or by the other supervisor of any particular task.

Responsibility and accountability: Responsibility refers as an intangible factor of working agendas performed by staffs of an organization (Dowling *et al.* 2015). Different persons are charged for different task in an organization with specific responsibility. Accountability is a process which refers that information regarding the job performance of an organization. Moreover in employability skills accountability is depicted about the overall organizational performance situation.

Interpersonal relationships: Interpersonal relationship stands for person to person relationship in an organization.

Effective means for communication: The most appropriate medium for make communication with the internal and external stakeholders. Effective communication tools is essential to

Reliability: In any organizational perspective reliability means the quality of being trustworthy of a staff or the trustworthy aspect of external stakeholders (Sarkar *et al.* 2016). Good performance in continuous basis by an employee is also accounted as reliability in any organization.

Effective partnerships in the workplace: The partnership with the efficient employee by some terms and conditions here refers as the effective partnership. In an organization partnerships with the efficient staff and to the external stakeholders bring some positive outcome.

Strategies for career advancement:

Different kind of techniques for boosting up the career of an individual though many courses, training programs.

Staff recruitment: It is a process of an organization to hire an employee through interview process by the human resource department.

Appraisal and retention issues:

Issues related with the hiring and release of a staff from an organization. Retention issues are stands for some problematic task to retain the efficient employee or some issues to hold the premium customers through different means of communication.

Effective communication and effective partnerships in the workplace:

An organization has deals with many kinds of issues such as the customer and employee retention issues, mi-communication with the external stakeholders for bargaining. This types of issues can be solved by effective communication process and by making effective partnership with the target audience. An effective communication leads any initiatives towards its goal.

Employment legislation: Employment legislation is the lawful rules for protecting the interest of the employee. Moreover, employee legislation is also referring as the rules and regulation set for the employee to perform a specific task within an organization for achieving the business goals.

Task 3-Reflective Journal

Skills, knowledge and experience: As per the information of my CV I have stated there that i have the skills to communicate with type of persons including old person. I have patience to understand their psychological issues. I have relevant knowledge and experience to dealing with the old people as a care assistant in NHS of United Kingdom.

Process of gaining the skills, knowledge and experience by me: I have gained these skills from my internships period, practical execution of guidance regarding care taking of people. Most impatiently I have gained the relevant information and able to execute those knowledge during treatment of the service users at NHS.

Application of those roles in my desired job: I will apply above-mentioned skills to my new job for enhancing my performance in that particular filled.

New skills, knowledge and experience from the new job:

The new job as the care assistant will help me to accumulate more relevant information regarding the health and social care. I will be more experienced as the care assistant in this particular field, which will enrich my career with more positive attributes.

Conclusion:

This assignment will be helpful for people who are aiming to select their career as a care assistant of health and social care. A reflection part over candidates working experience, key terms related with the employment will also helpful for the future researchers.

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