

Speaking to the Skills I Have Online Workshop Module 4 & Handout 2

Connecting your Essential Skills and Personal Management Basics to Job Advertisements

Often an employer indicates the Essential Skills and Personal Management Basics they require when they place a Job Advertisement. It is important to examine how your skills can connect directly to a Job Advertisement.

In this sample Job Advertisement for a Health Care Aide, search for the Essential Skills & Personal Management Basics that are required for this position.

As you discover them, using a piece of blank paper, draw 2 columns (one for Essential Skills and the other for Personal Management Basics). As you read through the Job Advertisement, list the Essential Skills and Personal Management Basics in the applicable column.

Health Care Aides

Caring, hardworking individuals are invited to apply for this exciting job opportunity to work at our 500-bed long term care home in Brownsville, Manitoba (Sunset Dreams).

Reporting to the operations manager, the Aide is responsible for providing direct nursing care to the resident to fulfill the emotional, social, intellectual, and physical needs of residents. This includes assisting with transporting residents, dressing, maintaining organization in resident's rooms and maintaining supplies, answering call bells and providing 1: 1 resident support.

QUALIFICATIONS

- Graduate of a Health Care Aide program
- Ability to read and write English as well as to understand verbal and written instructions in English
- Long term care experience preferred but not required
- Physically able to meet the requirements of the position
- Excellent communication skills and interpersonal skills
- Demonstrates organizational skills and ability to complete assignments in a timely manner

If you are a positive, punctual, and enthusiastic team player; a professional and committed person, we invite you to join our team.

At a glance you are able to identify the skills and PMBs this employer is looking for.

If you have most of the requirements, do not be discouraged - apply for the position.

Do not believe you are out of the running for the position if you are missing 2 or 3 minor skills or PMBs.

Remember this is the dream list for an employer for the ideal, perfect employee.

Once you have identified the skills and PMBs an employer wants, you can begin building your cover letter, resume and begin thinking about which examples or talking points could be used in an interview.