



Person Specification

Job Title

Residential Services Coordinator

| Qualifications | | ✓ |
|---|--|-----|
| Essential | | |
| 1. Level 3 NVQ in Health and Social Care or equivalent or be willing to work towards this qualification. | | A/I |
| 2. Level 3 NVQ in Leadership & Management or equivalent or be willing to work towards this qualification. | | |
| 3. Be responsible for and actively engage in own personal development | | |
| Desirable | | |
| 1. Level 2 English, or willing to work towards this qualification | | A/I |
| 2. Level 1 Mathematics, or willing to work towards this qualification | | |
| 3. First level teaching or assessing qualification | | |
| Key skills | | |
| Essential | | |
| 4. Good standards of verbal and written communication | | A/I |
| 5. Basic IT Skills. i.e. ability to use Microsoft Office applications to send emails, produce reports | | A/I |
| 6. Ability to prioritise and manage own time to meet required deadlines | | A/I |
| 7. Ability to work collaboratively with a multi-disciplinary team and maintain professional boundaries | | A/I |
| 8. Ability to work in a challenging and pressured environment | | A/I |
| 9. Ability to demonstrate empathy and react with sensitivity having regard to individuals' wishes | | |
| Desirable | | |
| 10. Ability to facilitate staff training as required and complete all necessary reporting | | A/I |
| Experience | | |
| Essential | | |
| 11. Developing and maintaining positive working relationships with colleagues and all other stakeholder groups. | | |
| Desirable | | |
| 12. Experience of working with people with challenging and complex needs | | A/I |
| 13. Experience of supervision staff members and delegating responsibilities | | A/I |
| Knowledge | | |
| Essential | | |
| 14. Understanding the need for Confidentiality / Data Protection | | A/I |
| 15. Knowledge of safeguarding children and adults procedures | | |
| 16. Knowledge of CQC Fundamental Standards | | |
| 17. Understanding of person-centred care | | |
| Desirable | | |
| 18. Knowledge of Health & Social Care legislation and their application to care | | A/I |
| Other personal requirements | | |
| Essential | | |
| 19. Flexibility to work the hours and days to meet the varying needs of the service | | A/I |
| Desirable | | |
| 20. Access to a vehicle | | A |

✓ How we intend to assess your match with our person specification

A Application Form

C Assessment Centre

I Interview