**Person Specification**

**Job title: Care Co-ordinator Level 2**

**Grade: 4**

**Note to applicant - You should pay particular attention to the essential criteria below and provide evidence of how you consider you meet them as part of your application. Failure to do so may mean that you will not be shortlisted.**

| **Essential Criteria** | | **Method of Assessment** |
| --- | --- | --- |
| **Qualifications /**  **Professional Registration/**  **Membership** | Level 3 QCF Health and Social Care or equivalent, or ability to complete within 2 years of commencement in post. | Application Form |
| English and Maths Functional Skills at level 1/or equivalent. | Application Form |
| **Experience** | Experience of working in a direct support capacity with vulnerable adults. | Application Form |
| Experience of providing high standards of customer care. | Application Form |
| Experience of leading the development of Care plans | Application Form |
| Experience of assisting in the coordination of service delivery | Application Form |
| Experience working as part of a team and on own initiative. | Application Form |
| **Skills, Knowledge, Ability (including ability**  **to develop knowledge,**  **skill or experience)** | Ability to support a team leader in guiding a team in understanding the importance of choice, control, rights and empowerment for customers. | Application Form/ Interview |
| Understands and is able to implement requirements of Safeguarding policy | Application Form/ Interview |
| Knowledge of and ability to translate and implement companies’ policies and procedures and relevant care standards. | Interview |
| Knowledge of the care assessment / planning process and ability to assess, coordinate and provide personal or practical interventions to a range of customers | Interview |
|  | Ability to develop written reports and person-centred care plans and guide colleagues to support customers in line with their assessed need | Interview |
|  | The ability to deal with and support others to manage emergency situations in accordance with prescribed procedures. | Interview |
|  | Ability to develop the knowledge and skills of others through constructive feedback, mentoring and ability to contribute to the training and support of other staff. | Interview |
|  | Ability to provide care and support to meet social and health needs including challenging behaviour. | Interview |
|  | Ability to effectively use a PC to prepare documents, excel spreadsheets to record information or input data. | Application Form |
|  | Ability to form and maintain effective working relationships with individuals being supported, their family, colleagues, senior managers and multidisciplinary professionals | Application Form/ Interview |
|  | Ability to adapt to changes in colleagues, settings and working environment | Interview |
|  | Knowledge of the Mental Capacity Act and the relevance of a person-centred approach in care service provisions | Interview |
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