

Person Specification

Title: Personal Independence Coordinator

In order to meet the person specification you will be able to demonstrate:

Personal Qualities	E =Essential D = Desirable
Friendly, empathetic and approachable	E
Self motivated and hard working, with a flexible approach	E
Committed to person centred working	E
Committed to working as part of a highly diverse staff and volunteer work force	E
Committed to the core values and objectives of the organisation	E
Experience and Knowledge:	E =Essential D = Desirable
Experience of working in a person centred way	E
Good understanding of the issues affecting older people	E
Excellent working knowledge of administration processes and systems	E
Excellent knowledge of IT systems including Excel, Outlook and Word	E
Good working knowledge of databases (preferably Charity Log)	D
Knowledge of how long term health conditions may impact on individuals, their carers, and families	E
Experience of risk assessment	D
Experience of problem solving and managing difficult situations.	E
Experience of supporting older people to become less isolated, retain independence and improve their health and well being	D
Experience of working to protocols and procedures to ensure quality standards and best practice in the field	E
Experience or knowledge of the health and social care sector	D
Experience of community development	D
Good knowledge and understanding of health and social care policy	D
Skills and Abilities	E =Essential D = Desirable

Educated to at least NVQ Level 3 or equivalent	D
Excellent problem solving skills	E
Excellent communication skills, both written and verbal and the ability to negotiate and network	E
Ability to work as part of a team	E
Ability to provide performance management information	E
Ability to work collaboratively and develop effective partnerships and relationships	E
Good time management and organisational skills, with strong attention to detail	E
Ability to demonstrate a commitment to a person-centred and holistic approach to supporting vulnerable people	E
Practical Considerations	E =Essential D = Desirable
Clean driving licence and access to a car	D
Ability to travel around the borough in a timely manner	E

This post is subject to a Disclosure and Barring Service check