



## Person Specification

Job Title

**Day Services Coordinator (Reviewed January 25)**

### 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. | A/I |
| 3. Be responsible for and actively engage in own personal development                                     | A/I |

#### Desirable

- |   |     |
|---|-----|
| 4. Level 2 or equivalent in Maths and English | A/I |
|   | A/I |

### Key skills

#### Essential

- |  |     |
|--|-----|
| 5. Good standards of verbal and written communication  | 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                                  | A/I |
| 8. Ability to maintain professional boundaries   | A/I |
| 9. Ability to work in a challenging and pressured environment                                      | A/I |
| 10. Ability to demonstrate empathy and react with sensitivity having regard to individuals' wishes | A/I |

#### Desirable

- |  |     |
|--|-----|
| 11. Ability to facilitate staff training as required and complete all necessary reporting              | A/I |
| 12. Basic IT Skills. i.e. ability to use Microsoft Office applications to send emails, produce reports | A/I |

### Experience

#### Essential

- |  |     |
|--|-----|
| 13. Working as part of a team  | A/I |
| 14. Developing and maintaining positive working relationships with colleagues and all other stakeholder groups | A/I |

#### Desirable

- |   |     |
|---|-----|
| 15. Experience of working with people with challenging and complex needs and disabilities. This includes physical disabilities, learning disabilities, autism and challenging behaviour | A/I |
| 16. Experience of supervising staff members and delegating responsibilities   | A/I |

### Knowledge

#### Essential

- |  |     |
|--|-----|
| 17. Understanding the need for Confidentiality / Data Protection | A/I |
| 18. Knowledge of safeguarding children and adults procedures     | A/I |

#### Desirable

- |  |     |
|--|-----|
| 19. Understanding of family-centred care                           | A/I |
| 20. Understanding of complex care needs for young people to adults | A/I |



## Person Specification

Job Title

**Day Services Coordinator (Reviewed January 25)**

21. Knowledge of the Mental Capacity Act 2005, Care Act 2014, DoLs, Health & Social Care Act 2008, Equality Act 2010, Health & Safety at Work Act and their applications to work practice.	A/I
--	-----

### Other personal requirements

#### Essential

22. Flexibility to work the hours and days to meet the varying needs of the Day Service department. This potentially will include early mornings, evenings and weekends	A/I
---	-----

23. A respectful and inclusive attitude when working with all stakeholder groups	A/I
--	-----

#### Desirable

24. Access to a vehicle	A
-------------------------	---

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

A Application Form

C Assessment Centre

I Interview