

Person Specification Care Co-Ordinator		
	Essential	Desirable
Qualifications		<ul style="list-style-type: none"> Aptitude and motivation for the role is more important than formal qualifications. However this new role would benefit from a post holder with current or previous experience
Experience and Skills	<ul style="list-style-type: none"> Ability to work with people with health and social needs Understanding of the voluntary and community sector Ability to quickly build trust and positive dialogue with individuals who face challenges about their health and wellbeing or others issues, in order to assess their needs. Sensitivity and commitment to working with people and motivating them to take control of their life and access activities, support and advice which is available. Commitment to a flexible approach and a focus on 'what matters' for an individual Ability to deal with conflict resolution Clear understanding of data protection requirements and participant confidentiality. Confidence and ability to work with broad range of 	<ul style="list-style-type: none"> Experience of working in or with the health, voluntary or community sector. Experience of working in face to face situations with individuals in crisis. Experiences of working with vulnerable people Experience of working in partnership with health and social care professionals and / or community services Knowledge and experience of issues such as social isolation, mental health, housing, poor physical activity, employment debt, diet and access to services. Understanding of Emis, searches and Microsoft packages and other bespoke clinical systems.

	<p>groups and individuals, forming and maintaining positive and productive working relationships with a range of people from different professional backgrounds</p> <ul style="list-style-type: none"> • Evidence of knowledge of types of support available and ability to maintain accurate knowledge of voluntary and community services and other sources of support and advice. • Good IT skills including digital literacy and systems • Ability to work as part of a team and on own initiative within organisations policies and procedures • Ability to work independently, with minimal supervision, including initiating actions, implementing decisions, monitoring and reporting. • Sound knowledge, understanding commitment to equal opportunities and diversity. • Ability to produce promotional material, monitoring information and reports. • Willingness to undertake any training as required in relation to the role. • Possess own transport for business to facilitate timely transportation around practice boundary area 	
Personal Attributes	<ul style="list-style-type: none"> • A current driving licence and access to own vehicle. 	