

**PERSON SPECIFICATION**  
**JOB TITLE:** Care Coordinator

ESSENTIAL	DESIRABLE
Personal skills and attributes	
<ul style="list-style-type: none"> <li>• Ability to actively listen, empathise with people and provide person-centred support in a non-judgemental way</li> <li>• Able to get along with people from all backgrounds and communities, respecting lifestyles and diversity</li> <li>• Commitment to reducing health inequalities and proactively working to reach people from all communities</li> <li>• Able to support people in a way that inspires trust and confidence, motivating others to reach their potential</li> <li>• Ability to communicate effectively, both verbally and in writing</li> <li>• Ability to maintain effective working relationships and to promote collaborative practice</li> <li>• Can demonstrate personal accountability, emotional resilience and ability to work well under pressure</li> <li>• Ability to organise, plan and prioritise on own initiative, including when under pressure and meeting deadlines</li> <li>• Ability to work flexibly and enthusiastically within a team or on own initiative</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to identify risk and assess/manage risk when working with individuals</li> </ul>
Experience and Knowledge	
<ul style="list-style-type: none"> <li>• Experience of supporting people, their families and carers</li> <li>• Experience of data collection and using tools to measure the impact of services</li> <li>• Knowledge of the personalised care approach</li> <li>• Understanding of the wider determinants of health, including social, economic and environmental factors and their impact on communities, individuals, their families and carers</li> <li>• Knowledge of IT systems, including ability to use word processing skills, emails and the internet to create simple plans and reports</li> <li>• Experience of administration</li> <li>• Knowledge of, and ability to work to, policies and procedures, including</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working directly in a health and/or social care setting</li> <li>• Local knowledge</li> <li>• Ability to be able to use IT systems for data collection</li> <li>• Knowledge of how the NHS works, including primary care</li> <li>• Experience of supporting people with their mental health</li> <li>• Experience of partnership/collaborative working and of building relationships across a variety of organisations</li> </ul>

confidentiality, safeguarding, lone working, information governance, and health and safety	
Education and Training	
<ul style="list-style-type: none"> <li>• Safeguarding Adults and Children</li> <li>• Data Protection and Confidentiality</li> </ul>	Maintain professional development and undertake all training necessary for the role.
Legal Requirements	
<ul style="list-style-type: none"> <li>• A Disclosure and Barring check (DBS) will be required prior to appointment</li> </ul>	
Other Requirements	
<ul style="list-style-type: none"> <li>• Use of a car and a full driving licence is required for this post.</li> </ul>	