

PERSON SPECIFICATION

Position: Adult Community Services Co-Ordinator

	Essential	Desirable
Experience	<ul style="list-style-type: none"> At least 3 years' experience of care for older people in a dementia care environment Ability to design & plan activities & outings for clients Experience of line managing staff and volunteers Experience of enabling clients to feel safe and be safe during periods of confusions Member of PVG scheme 	<ul style="list-style-type: none"> Experience of operationally running a day-care service Sound understanding of, and sensitive approach towards, the situations, needs and difficulties faced by people living with dementia. Ability to promote and maintain the quality of life for people with dementia. Experience of working with & supervising volunteers Experience of completing home visits, risk assessments & personal care plans
Skills	<ul style="list-style-type: none"> Ability to use own initiative, as part of a team and organise own work efficiently Excellent listening, verbal and written skills Ability to write progress reports and keep appropriate records of work with individuals Fully competent and comfortable with the use of Microsoft Office software (Word, Excel, PowerPoint, Outlook). 	<ul style="list-style-type: none"> Excellent planning and organisation skills with the ability to prioritise workload, managing tight deadlines when required To deputise for Service Manager when required To provide monitoring and evaluation programs for the service. To promote the physical, emotional & social well-being of service users
Knowledge	<ul style="list-style-type: none"> SVQ Level 2 in Health & Social Care An approach to work which is positive, flexible and reflects a commitment to the rights of elderly people. Knowledge and commitment to diversity and ability to apply awareness of diversity issues to all areas of work 	<ul style="list-style-type: none"> SVQ Level 3 in Health & Social Care Knowledge of the way statutory and voluntary agencies are organised Knowledge & understanding of the value of volunteers to an organisation To encourage independence to clients & promote opportunities for individual choice & decision making