

PERSON SPECIFICATION

Position: Senior Care Coordinator – Beacon Club

Essential skills, training and experience required for this post
At least 3 years' experience of caring for older people in a dementia care environment
Have a Sound understanding of, and sensitive approach towards, the situations, needs and difficulties faced by people living with dementia.
SVQ Level 2 in Health & Social Care
Ability to plan activities & outings suitable for older people
Experience of line managing staff and volunteers
Experience of enabling clients to feel safe and be safe during periods of confusions
Ability to use own initiative, as part of a team and organise own work efficiently
Ability to write progress reports and keep appropriate records of work with individuals
Demonstrate 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
Ability to develop and maintain sound working relationships
Excellent (English) written, verbal and non-verbal communication skills
Fully competent and comfortable with the use of Microsoft Office software (Word, Excel, PowerPoint, Outlook). Knowledge of smartphone communication apps such as Zoom, MS Teams & Whatsapp would also be advantageous.
Desirable skills, training and experience that would be an advantage for this post
SVQ Level 3 in Health & Social Care
Experience of operationally running a day-care service
Know how to promote the physical, emotional & social well-being of service users
Be able to demonstrate planning and organisation skills with the ability to prioritise workload, managing tight deadlines
Experience of completing home visits, risk assessments & personal care plans
Ability to promote and maintain the quality of life for people with dementia