

CORBENIC CAMPHILL COMMUNITY

POST OF HOUSE CO-ORDINATOR – PERSON SPECIFICATION

	Essential	Desirable
Qualifications & requirements	<ul style="list-style-type: none"> • Hold SVQ Level 3/4 in Social Services and Health Care or willingness to work towards this qualification. • Driving licence (manual). • SSSC Registration and PVG membership. 	<ul style="list-style-type: none"> • BA in Social Pedagogy.
Knowledge	<ul style="list-style-type: none"> • Knowledge of the factors involved in providing services for adults with learning disabilities. • Knowledge of management practices as they apply to residential care settings. • Knowledge of SSSC and Care Inspectorate requirements. 	<ul style="list-style-type: none"> • Interest in Anthroposophy. • Knowledge of Camphill’s ethos and annual festivals/previous Camphill experience.
Experience	<ul style="list-style-type: none"> • Experience working with individuals with disabilities. • Experience co-ordinating teams and supervising others. • Experience of report writing and record keeping. • Good IT skills and competency using outlook, Word and other basic software. 	<ul style="list-style-type: none"> • Previous experience working within a residential care setting with adults with learning disabilities. • Experience in writing reports, care plans, risk assessments and attending reviews.
Aptitudes	<ul style="list-style-type: none"> • Ability and desire to work to a consistently high standard, providing the best residential care in accordance with Corbenic policies and procedures, and the health and social care standards. • Ability to motivate others, delegate tasks and work effectively in teams. • Ability to effectively manage the demands of a busy household using excellent organisational and time keeping skills. • Ability to build positive relationships with Residents, staff and volunteers. • Ability to communicate effectively, both orally and in writing. • Ability to foster a warm and caring atmosphere within the household. • Willingness to participate in training required for the post. 	