

PERSON SPECIFICATION – SERVICE COORDINATOR - FALKIRK

Essential Criteria	
E 1	SVQ 3 or above, Social Work, Health, relevant degree and a commitment to gaining SVQ 4 / Leadership and Management Award / PDA Supervision
E 2	A minimum of 5 years experience in the support and care field – learning disabilities / autism / challenge / physical disabilities / mental health/
E 3	A minimum of 2 years experience of managing / supervising staff
E 4	Current driving licence and a use of car for work
E 5	Ability to prioritise and manage own workload
E 6	Demonstrate skills and knowledge to achieve professional working relationship with supported individuals, family and professionals
E 7	Experience of working on own initiative and ability to problem solve
E 8	Understand the principles of confidentiality and relevant legislation
E 9	Good organisational and IT skills – Microsoft packages and rota management
E 10	Knowledge of the Care Inspectorate, Health and Social Care Standards and SSSC codes of practice
E11	Understanding of the principles of outcome focused support
E12	The ability to work flexible hours, including On-Call
E13	Knowledge of health and safety issues, including risk assessments
E14	Ability to work as part of a team
Desirable Criteria	
D1	Previous experience in preparing, managing and monitoring a budget(s)
D2	Experience of positive behaviour support approaches