

# Person Specification – Independence Service Co-ordinator

Responsible to: Service Manager

All of the following requirements are essential, unless marked with a \* when they are desirable and will be assessed from a combination of information provided from the application form, interview and references:

<b>1. Education and Qualifications</b>	<b>Application</b>	<b>Interview</b>
Evidence of professional development	✓	
Has undertaken or is willing to undertake training in different aspects of acquired brain injury	✓	✓
Professional qualification in social work, occupational therapy, registered managers award or similar *	✓	

<b>Skills and Experience</b>	<b>Application</b>	<b>Interview</b>
Minimum of 2 years' experience in a relevant field e.g. social care, management, community or health	✓	
Understanding of the issues facing people with a brain injury and their carers	✓	✓
Experience of building excellent working relationships with other agencies and project stakeholders	✓	✓
Experience of developing and delivering on packages of support to clients with complex needs.	✓	✓
Experience of outreach / lone working	✓	✓
Excellent client need assessment skills	✓	
Experience of project management	✓	✓
Experience of service development*	✓	✓
Experience of managing staff*	✓	✓
Excellent written and verbal communication skills	✓	✓
Excellent organisational skills	✓	✓
Excellent risk assessment and management skills	✓	✓
Ability to plan and work under own initiative	✓	✓
Ability to work as part of a team	✓	✓
Excellent time management skills	✓	✓
Ability to produce reports on project delivery and outcomes	✓	✓
Experience of working with people with an acquired brain injury *	✓	✓

<b>2. Personal Attributes / Qualities</b>	<b>Application</b>	<b>Interview</b>
Ability to travel throughout Cambridgeshire	✓	
Flexible approach to duties and working pattern		✓
Positive approach to problem solving		✓

Excellent rapport/relationship building skills		✓
Awareness of own power in relation to clients and others		✓
Commitment to and understanding of equal opportunities		✓
Willing to undertake an enhanced DBS check	✓	✓