

KINGDOM SUPPORT & CARE

PERSON SPECIFICATION – Assistant Service Coordinator

	Criteria Reference
Es se nti al	E1 Minimum of 2 years work experience in a social care setting
	E2 Minimum SVQ 2 qualification in Care or a related field in line with the SSSC registration criteria and commitment to gain SVQ 3 within set timescales
	E3 A current driving licence and use of car for work
	E4 Ability to prioritise and manage own workload
	E5 Demonstrate skills and knowledge to achieve professional working relationships with service users, family and professionals
	E6 Experience of working on own initiative and ability to problem solve
	E7 Understand the principles of confidentiality and relevant legislation
	E8 Knowledge of the Care Inspectorate; National Care Standards and the SSSC codes of practice
	E9 Ability to work with people with challenging behaviour in a positive and person centred way
	E10 The ability to work flexible hours; i.e. work additional hours, shift working (including split shifts) sleep in and waking night duties may be required
	E11 IT skills

	Criteria Reference
De sir ab le	D1 Knowledge of health and safety issues, including risk assessments
	D2 Knowledge / experience of autism
	D3 Experience of managing / supervising staff
	D4 SVQ 3 qualification in Care or a related field in line with the SSSC registration criteria