CORBENIC CAMPHILL COMMUNITY

POST OF HOUSE CO-ORDINATOR – PERSON SPECIFICATION

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|  | Essential | Desirable |
| Qualifications & requirements | * 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. | * BA in Social Pedagogy. |
| **Knowledge** | * 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. | * Interest in Anthroposophy. * Knowledge of Camphill’s ethos and annual festivals/previous Camphill experience. |
| **Experience** | * 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. | * 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** | * 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. |  |