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.
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| **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.
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| **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.
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| **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.
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