

The Blackmore Vale Partnership

Person Specification – Care Coordinator

| Factors | Description | Essential | Desirable | Assessment |
|---|---|-----------|-----------|------------|
| Knowledge, training and experience | Educated to A level in relevant subject or equivalent level of experience of working at a similar level in the public or third sectors. (Paid or voluntary) | √ | | A/C/I |
| | Previously worked in similar position within public sector. | | √ | A/I |
| | Good working knowledge of healthcare in North Dorset, local practices and community. | √ | | A/I |
| Communication skills | Excellent skills for communication, managing multiple sources of information requiring developed interpersonal and oral/written communication skills. | √ | | A/I |
| | Networking and persuasive skills. | √ | | A/I |
| Analytical | Problem-solving skills and ability to respond to sudden, unexpected demands. | √ | | A/I |
| | Excellent time-management skills with the ability to prioritise. | √ | | A/I |
| Planning skills | Ability to work within the practice team to contribute to planning of services that support full implementation of Patient Care Coordination into the Primary Care offer. | √ | | A/I |

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|-----------------|---|---|--|-----|
| Autonomy | Ability to work on own initiative and organise own workload with minimal supervision working to tight and often challenging timescales. | √ | | A/I |
| Other | Self-motivation | √ | | A/I |
| | Adaptability | √ | | A/I |
| | Full driving licence | √ | | A/I |

*Assessment will take place with reference to the following information:

A = Application form

I = Interview

T = Test

C = Certificate