

EMPLOYEE SPECIFICATION: Crane Case Coordinator

Council Core Competencies:

<p>These Council Core Competencies apply to all positions: Being Customer/Client Focused Working Effectively with Others Managing Change Taking Ownership and Responsibility Communicating Effectively Planning and Decision Making</p>		
<p>These Council Core Competencies apply to positions with responsibility for managing people or resources: Leading Others Managing Performance and Developing others Political Sensitivity</p>		
Case Coordinator	Essential	Desirable
Experience	Previous experience in community justice or social care, or other relevant occupational settings	Previous experience of working in a residential care setting Previous experience of working with adults or young people with challenging behaviour Previous experience of working with people with offending histories

<p>Knowledge, Skills and Understanding</p>	<p>Ability to work with people experiencing anxiety or emotional distress</p> <p>Ability to engage with people who are involuntary clients</p> <p>Ability to maintain a calm and safe environment</p> <p>Ability to undertake accurate and informative assessments</p>	<p>An understanding of the impact of poor mental health</p> <p>An understanding of the impact of trauma</p> <p>An understanding of drug/alcohol addiction</p> <p>An understanding of child and adult protection issues</p>
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	<p>Excellent communication skills</p> <p>Ability to apply Council policy and procedures</p> <p>Ability to support people to develop the skills they need to live in the wider community</p>	<p>An understanding of risk assessment and management</p> <p>An understanding of the Criminal Justice system</p>
<p>Qualifications and Training</p>	<p>The post-holder will be educated to HNC/SVQ3 level (or equivalent) in Social Care or a related field.</p> <p>They will also have experience of working in Community Justice and/or Social Care.</p> <p>Must have demonstrable experience of using IT systems to record data and generate reports, and to communicate information.</p>	<p>Adult/child protection training</p> <p>Training related to understanding of the impact of trauma into adulthood</p> <p>Health and Safety Training i.e., First Aid, Fire Warden</p>

<p>Job Specific Requirements</p>	<p>The ability to work as a member of a team, including variable shifts and overnights.</p> <p>Ability to respect and manage sensitive information of a strictly confidential nature</p> <p>A commitment to ensure that service users are included in personal planning</p> <p>The ability to work in partnership with service users and other professionals</p> <p>Ability to manage time and meet deadlines</p> <p>A willingness to learn and a commitment to continuous professional development</p> <p>Ability to maintain a safe and secure environment</p>	<p>An understanding of Scotland's Health and Social Care Standards</p> <p>An understanding of the procedures for controlled medication recording</p>
<p>Applicants should always check the Job Vacancy Summary for any specific employee specification requirements for the advertised vacancy.</p>		