

EMPLOYEE SPECIFICATION: Crane Case Coordinator

Council Core Competencies:

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

These Council Core Competencies apply to positions with responsibility for managing people or resources:

Leading Others

Managing Performance and Developing others

Political Sensitivity

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

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

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