

Recruitment person specification

Post being recruited for: Reablement Organiser

Our Behaviours

These apply to all posts

Respect

Integrity

Flexibility

Managers

1. Specify what the essential requirements are for your vacancy under each category. All candidates that have disclosed a disability must be interviewed if they meet the essential requirements.
2. Specify what the desirable requirements are for your vacancy under each category. Desirable criteria can be used to shortlist candidates if you have a high volume of applicants. However, you cannot use desirable criteria when shortlisting any candidates that have disclosed a disability.

Person specification

Category	Essential	Desirable (not every post needs desirable requirements)
Experience	<p>Experience of working with members of the public</p> <p>Responding to and providing advice and guidance to staff, service users and other members of the public</p> <p>Experience of delivering high quality customer care</p> <p>Planning and organising the effective use of resources</p> <p>Experience of allocating work under pressure and within tight timescales.</p>	<p>Experience of social care and/or reablement services, including knowledge and an understanding of the diverse issues and needs of people, and the services which enable people to remain in their own homes.</p>
Knowledge, skills and understanding	<p>Excellent customer care practice</p> <p>Organisational skills</p> <p>Excellent IT skills</p> <p>Ability to work on own initiative</p> <p>Excellent time management</p> <p>IT skills (scheduling tools, data bases, Word, Excel, PowerPoint)</p>	<p>Analytical and strategic skills in managing a large, dispersed service</p> <p>Ability to interpret or gain knowledge of changes in legislation</p>
Qualifications and training	<p>SVQ Social Services and Healthcare (SCQF 6) or SVQ Business Administration (SCQF6).</p> <p>Evidence of continuing professional development (CPD) in care quality or leadership.</p>	<p>Training in quality assurance, audit, or regulatory compliance.</p> <p>Certification in management or leadership in a care context.</p>
Job specific requirements	<p>Ability to work under pressure and within tight deadlines.</p> <p>Collaborating effectively with colleagues and health care professionals.</p> <p>Ability to create good team working dynamics, supporting others and sharing ideas.</p>	