Recruitment person specification

Post being recruited for: Home First Coordinator

Our Behaviours

These apply to all posts

Respect – We're inclusive, we promote equality, we treat people with fairness, understanding and kindness and we consider others in our decisions and actions.

Integrity – We're open and honest, we take responsibility, we build trust and we pull together to do what's right for our residents, colleagues and city

Flexibility – We're open minded, we keep it simple, we adapt to provide great service and find better ways of doing things, and we embrace opportunities for shared working and learning

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	Experience of multidisciplinary team working. Ability and experience of completing needs assessments. Experience of working in community settings. Experience of establishing and maintaining strong, effective working relationships with internal and external stakeholders.	Experience and understanding of health and social care community services, including the third sector. Understanding of adult support and protection legislation. Experience of working in a hospital setting. Awareness of Home First principles and approach.
Knowledge, skills and understanding	Ability to prioritise workload, work under pressure and meet deadlines. Strong communication skills including negotiation, reasoning, conflict management, and excellent written and verbal skills. Creative thinker with the ability to work autonomously and demonstrate an innovative and proactive approach to problem solving. Knowledge of current legislation and policy, both local and national. Computer/IT literate with the ability is use Microsoft Office packages.	Knowledge of systems used across health and social care in Edinburgh.
Qualifications and training	A HNC in Social Care and SVQ3 in Health and Social Care minimum with relevant experience and willingness to work towards qualifications.	People management, coaching or delegation.
Job specific requirements	Recognise and work within professional boundaries. Contribute and play a critical role in development of a consistent approach to discharge planning with community-based teams. Ability to gather and analyse complex information to make an assessment or recommendation. Ability to keep and maintain accurate and timely electronic records of work. Willingness to learn and commitment to continuous professional development.	