



PERSON SPECIFICATION

ROTA COORDINATOR (WITH TEAM LEADER RESPONSIBILITIES)

	Essential requirements
EDUCATION /QUALIFICATIONS	<ol style="list-style-type: none"> 1. Willing to undertake mandatory and appropriate training 2. Ability to read and understand policy documents 3. Basic numeracy skills 4. Level 3 diploma in Health & Social Care or working towards 5. Computer literate
SKILLS / ABILITIES	<ol style="list-style-type: none"> 6. Ability to ensure good standards of practice 7. Ability to maintain rotas 8. Ability to update and maintain care plans 9. Ability to work under pressure in stressful situations 10. Ability to recognise and report deficiencies in the service to management 11. Ability to lead a team 12. Ability to assist with all aspects of daily living 13. Ability to develop relationships within the local community with service users 14. Ability to form positive working relationships with service users, families and professionals 15. A desire to develop new skills and learning
EXPERIENCE / UNDERSTANDING	<ol style="list-style-type: none"> 16. Recognise the importance of health and safety 17. Importance of following policy and procedure 18. Importance of maintaining confidentiality 19. Auditing of accounts 20. Dispensing of medication 21. An understanding of abuse
OTHER	<ol style="list-style-type: none"> 22. Flexible working 23. Ability to adapt to the changing needs of service users and the service 24. Motivation and an eagerness to develop the service
DESIRABLE	<ol style="list-style-type: none"> 25. Although a full driving licence is not essential it is desirable.