

PERSON SPECIFICATION

DATE; **May 2014**

POST: **Shared Lives Coordinator**

LOCATION: **Shared Lives Team Offices, 36 Montefiore Road, Hove**

Qualifications

- NVQ 3 in Care or equivalent qualification Desirable
- Broad range of recent care sector training. Desirable

Experience

- Experience of working in services for people who have learning disabilities and or mental health support needs. Essential
- Experience of challenging prejudice, discrimination and oppression. Essential

Skills

- Ability to support Shared Lives carers to deliver a high quality , person-centred service. Essential
- Good verbal and written communication skills. Essential
- Good organisational skills, administrative skills Essential
- IT skills and good time management /prioritisation skills. Essential
- Good interpersonal skills Essential
- Ability to ensure that service users are supported to participate in all decisions which affect their own lives. Essential
- Able to provide direct care and support to service users when required. Essential
- Ability to review and implement risk assessments and support plans. Essential

Knowledge

- Knowledge of innovative and quality practices in services for people with learning disabilities and mental health . Essential
- Working knowledge and understanding of legislation and best practice effecting people with learning disabilities and mental health. Essential
- Understanding and commitment to equal opportunities, especially in relation to people with disabilities, and the carers and staff who support them. Essential
- Working knowledge of the Welfare Benefits system. Desirable
- Knowledge of health needs, medication and physical needs as they affect adults with complex needs. Desirable

Circumstances

- Physical ability to meet the needs associated with people with physical and sensory disabilities. Essential
- Ability to drive (Or can demonstrate that they will be able to meet the requirements of the role) Desirable
- Has use of own transport for work or can demonstrate that they Essential



can meet the travel requirements of the post.