

Person Specification

Job Title	Bedded Unit Coordinator
Grade	PO3
Service/Section	Hospital Integrated Discharge Team
Directorate	HAS

Shortlisting Criteria: Essential criteria assessed via application form should be used to shortlist.

Criteria	Essential/ Desirable
Knowledge	
Educated to degree level within a health or social care related subject or equivalent experience.	E
This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 or as prescribed in the Police Act 1997 (Criminal Records) regulations. A DBS enhanced with barred list check is an essential requirement for this role.	E
Significant knowledge of adult social care legislation, principles and best practice.	E
Knowledge of the principles of best value and quality assurance.	E
Skills and Abilities	
Extensive experience in assessing Clients under the Care Act and ability to address social care needs, using a range of information gathering and problem-solving skills.	E
Ability to work collaboratively with other professionals, organisations and members of the public.	E
Ability to communicate effectively verbally and in writing with clients, families and other professionals.	E
Experience	
Experience of assessing the social care needs of adults with disabilities including undertaking Safeguarding enquiries	E
Experience of working under pressure, meeting both priorities and performance targets.	E
Experience of Hospital Discharge process's	D
Experience of supervising staff or students.	D
Equal Opportunities	

Understanding of and commitment to the Council's equal opportunities policies and ability to put into practice in the context of this post.	E
Understanding of and commitment to achieving the Council's staff values and ability to put into practice in the context of this post.	E