

PERSON SPECIFICATION

**OUR VISION: 'TO BE THE LEADING HEALTH AND WELLBEING SERVICE IN
THE PROVISION OF MENTAL HEALTH AND COMMUNITY CARE'**

Job/Position Title:	Site Co-ordinator
Department/Location:	The Lakes, Colchester
Grade/Band:	6

Criteria for Selection	Essential	Desirable	Measurement Application Form - AF Interview - IN Assessment - AS
Education/Qualifications <ul style="list-style-type: none">• RMN or RGN• Sound Knowledge of CPA• 998/Mentorship in Public Services• Ability to act a mentor/preceptor of junior staff• Proven experience at band 5• Excellent knowledge of clinical conditions and systems of good practice in modern mental health services• Evidence of personal and professional development in contemporary mental health• Current Certificate of Ethical Care (Prevention of Violence and aggression) this will be required at a later date	✓	Certificate in a psychotherapeutic intervention e.g. solution focussed therapy, CBT or counselling	AF/IN/AS

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Knowledge <ul style="list-style-type: none"> • Knowledge of current legislation including MHA 1983 and amendments • Sound Risk Assessment skills • A sound knowledge of Mental Health Act • Able to assess, plan, implement and evaluate using Care Programme Approach • Deliver Care in accordance with the Recovery Model • Produce Personalised Care Plans in line with the Assessment and Risk Assessment. • Evidence of therapeutic interventions, • including Safewards. • Good Physical Health knowledge and how it impacts on mental health • Commitment to ongoing education and sharing knowledge. 	✓	Research and development skills and relevant qualification	AF/IN/AS
Skills/Experience <ul style="list-style-type: none"> • Literate in IT/Computer Skills • Good oral communication skills based on fluency on the English language • Competent in leading a shift prioritising, 	✓	Experience of teaching	AF/IN/AS

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<p>assessing and managing risk</p> <ul style="list-style-type: none"> • Ability to deputise for the Senior Sister when required • Provide effective appraisal and supervision at grades 2, 3 and 5 • Ability to problem solve and to deal with everyday issues • Ability to lead a team of nurses and safely manage a ward on a shift to shift basis • Act as role model • Ability to demonstrate leadership skills • Able to undertake comprehensive assessments, including physical health, health promotion and social inclusion • Ability to undertake research • Participate in clinical audit • Accurate, evidence based record keeping • Good understanding of Medication Management and the importance of accurate recording. • Ensure Discharge Planning is monitored and supported through the Patient Pathway. 			
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<ul style="list-style-type: none"> • Able to work effectively as a part of a multi-disciplinary team • Competence to function in a busy ward environment • Sound observation skills and the ability to competently risk assess • Able to operate physical health equipment (post training in the devices) • Ability to communicate effectively and accurately • Ability to be able to give concise accurate feedback • Be approachable and friendly • Ability to prioritise workload to meet • Demands • Provide care to patients in accordance with Care Programme Approach • Offer support and guidance to junior members of the team. • Be able to role model good practise. • Assist senior members of the team taking forward initiatives that have been agreed. • Produce Personalised Care Plans in line with the Assessment and Risk Assessment. 			
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<ul style="list-style-type: none"> • Be responsible for maintaining and updating own caseload care plans and risk assessments as required. • Have the working attributes of the 6 C's – Caring, Compassionate, Competent, Communication, Commitment and Courage • Clear, relevant, concise verbal and written skills 			
Personal Qualities <ul style="list-style-type: none"> • Good time keeping • Reliable • Flexible • Excellent communication and interpersonal skills • Ability to communicate effectively and give concise accurate feedback • Be approachable and friendly • Competent to work effectively in a busy environment • Ability to work in partnership by developing and maintaining constructive working relationship with colleagues and all relevant people 	✓	<p>Ability to develop an environment which ensures effective clinical care, stimulates change through clinical appraisal and seeks to develop innovative practice.</p> <p>Experience of recruitment and selection.</p> <p>Experience of providing clinical and management supervision.</p> <p>Ability to analyse statistical data.</p>	AF/IN/AS

<ul style="list-style-type: none"> • Competent in practising ethically and challenge inequality • Commitment to the principles of recovery and work in a way that identifies people's needs and strengths and enhances hope, optimism and respect during the recovery process • Be aware of own appearance and ensure the Trust Uniform is worn in accordance with Trust policies • To be aware of Policies and Procedures with the Trust • Shares the Trust's Beliefs and models this in their attitude and behaviour • Ensures that the organisational values of open, compassionate and empowering are demonstrated by self and others every day and that any matters of concern are addressed in a timely way, either directly; or raised with the relevant Line Manager; or through the relevant processes within the Trust as appropriate. 			
Additional Requirements <ul style="list-style-type: none"> • Fitness Analysis as appropriate 	✓	Current driving license	AF/IN/AS

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<ul style="list-style-type: none"> • Current driving licence • Ability to travel across sites and across Trust boundaries to attend meetings, etc. • Ability to work within a 24 hour service that provides 7 day per week, 365 days per year as per rota • Computer literate • Be updated in all aspects of contemporary mental health issues • Competent in practising ethically and challenge inequality 			
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