

## Person Specification

**Post: CPN / Care Coordinator – Band 6**

Attribute	Essential The qualities without which a post holder could not be appointed	Desirable Extra qualities which can be used to choose between candidates who meet all the essential criteria	How Assessed e.g. application form, interview, test, in-tray exercise etc
<b>Education / Qualifications</b>	<ul style="list-style-type: none"> <li>• RMN/Social Worker/OT</li> <li>• Registered with NMC or SW England or HCPC</li> <li>• Willingness to undertake further training relevant to the practitioner role resulting from legislative or service changes, as appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>• Certificate in a therapy</li> <li>• Completed or willing to commit to a mentorship training course</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Certificate(s)</li> <li>• Interview</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Extensive knowledge of Mental Health and Social Care</li> <li>• Care Programme approach</li> <li>• Mental Health Legislation</li> </ul>	<ul style="list-style-type: none"> <li>• Training in STORM</li> <li>• Training on personality disorder.</li> <li>• Safeguarding adults and children training.</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> <li>• References</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Experience as a band 5 nurse in a relevant area of mental health practice.</li> <li>• Experience of clinical Supervision</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with adult mental health service users in a community setting</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> <li>• References</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to undertake the Care Co-ordinator role.</li> <li>• Effective risk assessment skills</li> <li>• Ability to manage unpredictable and changing clinical situations.</li> <li>• Ability to supervise and support junior colleagues in meeting the needs of service users on their caseload.</li> </ul>	<ul style="list-style-type: none"> <li>• Case management skills</li> <li>• PSI</li> <li>• Therapeutic / counselling skills</li> <li>• Venepuncture trained</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> <li>• References</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to provide professional expertise in the care of mental health service users.</li> <li>• Ability to provide appropriate education and training to peers and junior colleagues as appropriate.</li> </ul>		
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Excellent written and verbal communication skills</li> <li>• Ability to communicate informally and develop supportive relationships with service users, carers and other professionals</li> <li>• Ability to communicate formally in meetings and in other contexts</li> <li>• Ability to prepare record and complete relevant documents and reports to a professional standard.</li> <li>• Ability to work effectively as part of a multi-disciplinary team</li> <li>• Ability to demonstrate effective time management and disciplined self-organisation</li> <li>• To implement and utilise the supervision process.</li> <li>• Ability to value diversity and respond constructively to discriminatory behaviour</li> <li>• Computer literacy</li> </ul>		<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> <li>• References</li> </ul>
<b>Work Related Circumstances</b>	<ul style="list-style-type: none"> <li>• Use of a car or access to a means of mobility to travel across the Trust footprint in line with service needs</li> <li>• Willing to carry out all duties and responsibilities of the post in accordance with the Trust's Equal</li> </ul>		<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> </ul>

	<p>Opportunities and Equality and Diversity policies</p> <ul style="list-style-type: none"> <li>• Appointments to regulated and controlled activities require an enhanced DBS disclosure.</li> </ul>		
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Drawn up by: Jane Royal  
Date: January 2019