

PERSON SPECIFICATION – Retirement Housing Coordinator

Category	Requirement	Essential or Desirable
Qualifications	• SVQ Level 3 in relevant social care qualification	D
	• Relevant Level 3 in Supported Pathway	D
	• Certificate in First Aid at Work	D
Experience	• Ability to record, monitor and update information accurately on IT based systems including the collation of material for report purposes.	E
	• Experience of maintaining accurate financial records	E
	• Experience of cash collection and recording	E
	• Experience of working with the elderly	D
	• Previous supervisory experience	D
	• Experience of organising social activities	D
	• Excellent level of communication regarding Tenant Participation	D
Knowledge	• Knowledge of the aims of Retirement Housing	E
	• An awareness of Health and Safety legislation, responsibilities and implications	E
	• An awareness of and commitment to Equal Opportunities	E
	• Knowledge of Housing Legislation.	D
Skills & abilities	• Excellent communication and persuasion skills and the ability to motivate people.	E
	• Have excellent communication skills, both verbal and written	E
	• High level of sensitivity, tact & discretion	E
	• Able to deal with emergencies and stressful situations	E
	• Excellent record keeping and report writing skills	E
	• Ability to prioritise workloads and meet deadlines in a changing environment.	E
	• Ability to work without direct supervision	E
	• Ability to accurately assess situations and make judgements involving vulnerable people.	E
	• Ability to work in partnership with other services, agencies and organisations.	E
• Ability to carry out cleaning of communal areas	E	
Personal attributes, qualities and competences	• Friendly, calm and assertive manner	E
	• Uses initiative to solve problems	E
	• Ability to operate within and contribute to effective team working	E
	• Honesty, integrity and trustworthiness	E
	• Flexible, and able to work to deadlines	E
	• Good time management skills	E
	• Ability to maintain administrative systems and	E

	processes.	
Personal circumstances	<ul style="list-style-type: none"> • Have a flexible attitude • Willingness to undertake training, which may involve travel outwith Dundee. • An acceptable attendance record • Ability to drive and have access to vehicle 	<p>E</p> <p>E</p> <p>E</p> <p>E</p>

Key to Method of Assessment: 'AP'= Application, 'I'= Interview, 'R'= References, "PT" =Practical test