

Personal Specification
Assistant Co-ordinator

	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Background in working with patients in community setting • Experience of nursing palliative care patients • Experience of supporting families and carers of palliative care patients • Capable of working independently using own initiative when necessary 	<ul style="list-style-type: none"> • Managing a team on a daily basis • Experience working with volunteers
Skills and Knowledge	<ul style="list-style-type: none"> • Current or past nursing skills in the palliative field • Good communication skills • Able to demonstrate the need for empathy when dealing with patients and carers • Understanding the need for confidentiality • Awareness of Health & Safety guidelines and security in the workplace • Able to record accurate information • Willing to be flexible for the needs of the organisation • Computer literate 	<ul style="list-style-type: none"> • Experience of working with other statutory organisations • Knowledge of working with client groups • Working knowledge of bereavement and pre bereavement support
Other	<ul style="list-style-type: none"> • Use of own vehicle to visit and transport patient/carer as needed. (working mileage paid) • Willingness to attend meetings and training sessions to keep updated for the needs of the organisation 	