

Tweeddale Medical Practice

Care Navigator

Person Specification

QUALIFICATIONS	Essential	Desirable
<ul style="list-style-type: none">• Good standard of general education		✓

EXPERIENCE	Essential	Desirable
<ul style="list-style-type: none">• Previous experience of office duties		✓
<ul style="list-style-type: none">• Previous experience of working with the public		✓
<ul style="list-style-type: none">• Previous experience in healthcare/general practice environment		✓
<ul style="list-style-type: none">• Experience of Windows/Microsoft Office software		✓

KNOWLEDGE & SKILLS	Essential	Desirable
<ul style="list-style-type: none">• IT Skills	✓	
<ul style="list-style-type: none">• Excellent communication skills (written application)	✓	
<ul style="list-style-type: none">• Excellent communication skills (oral at interview)	✓	
<ul style="list-style-type: none">• Understanding of confidentiality	✓	
<ul style="list-style-type: none">• Ability to work on own and part of a team	✓	
<ul style="list-style-type: none">• Organisational skills	✓	

PERSONAL ATTRIBUTES	Essential	Desirable
<ul style="list-style-type: none">• Honest, trustworthy and reliable	✓	
<ul style="list-style-type: none">• Supports equality, diversity and inclusion	✓	
<ul style="list-style-type: none">• Enthusiastic/Motivated	✓	
<ul style="list-style-type: none">• Performing under pressure	✓	
<ul style="list-style-type: none">• High standards for ensuring accuracy	✓	