

Tweeddale Medical Practice

Care Navigator

Person Specification

QUALIFICATIONS	Essential	Desirable
• Relevant education/qualifications		✓

EXPERIENCE	Essential	Desirable
• Previous experience of office duties		✓
• Previous experience of working with the public		✓
• Previous experience in healthcare/general practice environment		✓
• Experience of Windows/Microsoft Office software		✓

KNOWLEDGE & SKILLS	Essential	Desirable
• IT Skills	✓	
• Excellent communication skills (written application)	✓	
• Excellent communication skills (oral at interview)	✓	
• Understanding of confidentiality	✓	
• Ability to work on own and part of a team	✓	
• Organisational skills	✓	

PERSONAL ATTRIBUTES	Essential	Desirable
• Honest, trustworthy and reliable	✓	
• Supports equality, diversity and inclusion	✓	
• Enthusiastic/Motivated	✓	
• Performing under pressure	✓	
• High standards for ensuring accuracy	✓	