

HULL AND EAST YORKSHIRE HOSPITALS NHS TRUST
PERSON SPECIFICATION

Job Title: Patient Discharge Assistant
Band: Band 3

AREAS	ESSENTIAL	DESIRABLE
Qualifications	GCSE Maths and English or equivalent	NVQ Level 3 or equivalent experience
Experience	Use of IT in the workplace. Experience of working in an acute care environment.	Previous experience in a caring role.
Skills, Knowledge & Ability	<ul style="list-style-type: none"> • Excellent keyboard skills • Excellent communication and interpersonal skills • Ability to communicate with staff at all levels in an appropriate manner. • Excellent organisation /prioritising skills • Team Member • Diplomacy and tact • High standard of accuracy Ability to use own initiative	<ul style="list-style-type: none"> • Understanding of the needs of people in a clinical / care setting • Health & Safety awareness • Proficient with all trusts IT systems • Aware of Trust policies and procedures
Personal Attributes	Professional, sympathetic & empathetic.	
Other Requirements	Able to work unsocial hours as required. Willing to undertake further training. Excellent Attendance record.	