

Competency	Description	Requirement	Evidence
Education & Training	Degree level qualification or above in one of the following fields: <ul style="list-style-type: none"> • Social Work • Nursing • Occupational Therapy • Physiotherapy • Speech and Language Therapy • Psychology 	Essential	A, R
Professional Registration	Registered with the professional regulator associated with your respective profession (e.g. HCPC, NMC, Social Work England).	Essential	A, R
	Registered with BABICM, CMS UK, VRA UK and/or IRCM.	Desirable	A
Experience	A minimum of 3 years post-qualifying experience in your respective field.	Essential	A
	Experience of working with individuals recovering from and/or living with long term disabilities, injuries or impairments, which may include brain injury, spinal injury, stroke, amputation, or other neurological conditions.	Desirable	A, I
	Prior experience working as a Case Manager or with Case Managers.	Desirable	A, I, R
	Insight and/or experience in the process of multidisciplinary rehabilitation.	Desirable	A, I
	Experience of assessment, report writing, justifying and costing for interventions.	Desirable	A, I
Safeguarding & Mental Capacity	A clear, Enhanced DBS Check in line with the BPJ Safe Recruitment Policy.	Essential	R
	An understanding of Safeguarding procedures relating to Adults and Children, and their importance when working with individuals who may be at risk of abuse or neglect.	Essential	I

	A working understanding of Mental Capacity legislation and its application in practice.	Essential	I
Skills & Abilities	Analytical thinking style with a keen eye for detail, with the ability to consider multiple and often competing factors, and strong problem-solving skills.	Essential	I
	The ability to manage multiple challenging situations and keep calm in a crisis.	Essential	I
	Excellent written language skills including report writing and correspondence.	Essential	A, I
	Effective communication and interpersonal skills.	Essential	I
	The ability to build therapeutic and professional relationships quickly.	Essential	I
	The ability to work effectively with both clients and professionals.	Essential	I, R
	Able to work flexibly as part of a team, asking for & giving support as needed.	Essential	A, I, R
	The ability to work to deadlines, with excellent time management and organisational skills.	Essential	I, R
	Able to use initiative & effectively prioritise own workload.	Essential	I, R
	Ability to make people feel listened to, and to consider and respond appropriately to their, concerns, goals, aspirations and priorities.	Essential	I
IT literate, and the ability to adapt to new systems quickly and efficiently.	Essential	I, R	
Ability to work from home without distraction.	Essential	I	
Personal Qualities	Demonstrates high level of commitment to clients, colleagues and to the business.	Essential	I, R

	A flexible and driven approach to work.	Essential	I
	Motivated to succeed and to reach personal goals and the goals of the business.	Essential	I
	Enthusiasm for working with people with brain and/or spinal injuries or other polytrauma, and their families.	Desirable	I
	Understands the need for and importance of confidentiality.	Essential	I
	The ability to deal with sometimes stressful and challenging situations, and the ability to seek support appropriately.	Essential	I
	To be able and willing to attend the BPJ office in Stokesley as regularly as may be required.	Essential	I
	To be available to take part in the “on call” out of hours remote case management support for in the event of emergencies, which may occasionally involve being contacted on evenings and weekends.	Essential	I
Driving	Full UK Driving Licence.	Essential	A, R
	Clean driving licence with zero points or convictions.	Desirable	A, R
	Access to own vehicle with insurance covering business use.	Essential	A, R
	Confident driving relatively long distances including on motorways and unfamiliar routes, and a range of weather conditions.	Desirable	I
Key:			
A		Application	
I		Interview	
R		Recruitment processes	