

**Health Care Support Worker**

**Job Title - Enhanced Phlebotomist and Clinical Administrator**

**Qualifications**

**Desirable**

* Previous phlebotomy experience is required and ideally you will have undertaken a recognised training course.
* Qualified to NVQ level 2 in Health and Social Care

**Experience/ Personal Qualities**

**Essential**

* Excellent communication and interpersonal skills
* Ability to work under pressure in a fast-paced environment
* A clear and polite manner and ability to diffuse conflict
* Respectful of patient confidentiality
* Ability to work well as part of a team and autonomously.
* Competent user of IT systems (e.g. Microsoft word)
* Flexibility to cover holidays and sickness

**Desirable**

* Experience of working within a busy GP practice
* Understanding of SystmOne
* Previous experience of clinical coding
* Previous experience of recalling patients for planned care and reviews.