

## JOB DESCRIPTION – DAY OPPORTUNITIES WORKER

**REPORTING TO:** Centre Manager

**TEAM:** Support staff. This role involves supporting clients face to face.

### **DUTIES:**

- Supporting clients to engage in activities at our day centre or in the community (outreach). This includes 2:1, 1:1 and group work.
- Completing daily logs and communication books.
- Supporting clients to work on their goals and outcomes.
- Liaising and cooperating with the Centre Manager, Activity Coordinator and others in the Senior Management Team to ensure activities and schedules run smoothly and meet the needs of the service.
- Possibly being a key-worker for one or more clients.

### **ESSENTIAL CRITERIA:**

1. Previous experience of working as a support worker at a college, day service, community outreach or residential setting.
2. An ability to key-work and support clients with learning disabilities, dual diagnosis, autism and mental health, keeping excellent goals and outcomes records.
3. Excellent communication skills (written & oral) and an ability to communicate professionally with a wide range of professionals, people needing support and family members.
4. An ability to complete tasks in a timely fashion.
5. An understanding of supporting clients with autism, learning disabilities and complex needs.
6. A willingness to undertake training and CPD as and when required by Solutions.
7. Good computer literacy and a sound understanding of various office packages e.g. Word, Power-point and Excel.
8. Able to work with a small group of up to six individuals, specifically clients with learning disabilities, mental health difficulties and autism.
9. A patient, understanding approach and strong leadership skills.
10. An ability to liaise with parents and professionals and attend meetings as and when required.
11. An ability to update risk assessments, lesson plans, schemes of work and one page profiles in line with the industries National Skills Alliance, Social Care Commitment and Continuing Professional Development (CPD).
12. Punctuality, reliability and an ability to carry out tasks to a high level of professionalism.



13. An ability to work well under pressure and use own initiative.
14. An ability to work as part of a team and also independently.
15. An ability to multi-task and balance many different projects at once.
16. An ability to support Solutions Social Care to implement person-centred practices, including one-page profiles for staff and the people we support.
17. An ability to be on hand for home visits and show prospective clients and professionals around the day service.
18. An ability to support Solutions with accreditations and quality assurance practice.
19. A commitment to ensuring that people with physical and learning disabilities are respected and talked to in a professional and respectful way.
20. A commitment to having your Solutions Social Care lanyard and identification card visible at all times when working.
21. A commitment to undertaking training, inset days and demonstration sessions as Solutions sees fit.
22. A commitment to helping with induction training for new support staff, escorts and drivers.
23. A willingness to work across the two different services (Islington, Acton) as and when required e.g. due to annual leave, staff absence and the needs of the service.
24. An ability to demonstrate excellent organisational skills and ensure that resources are stored safely and clean and are in good working order
25. A recognition of the rights and responsibilities of people with various disabilities and a commitment to the SSC's Equal Opportunities Policy & Social Care Commitment.
26. A recognition of the importance of good health and safety practices and an ability to develop standards and supervise others in this area.
27. An understanding of the importance of administration tasks e.g. daily logs, incident forms, activity check lists, and an ability to complete them and send them to Solutions Head office on request.
28. A commitment to person-centered planning and an ability to work with people needing support, catering to their individual needs.
29. A willingness to develop own skills and knowledge through further developmental training, completion of NVQ award if applicable, and training within the service.
30. A willingness to attend supervision and staff meetings as and when requested.
31. A willingness to work with individuals who are prone to display behaviours that challenge and who can lash out without visible warning, and an understanding that this may result in being hit, bitten or spat at. An acceptance that Solutions will not be held accountable for any assault or injury sustained in this way.



**DESIRABLE CRITERIA:**

**PERSON SPECIFICATION – SENIOR DAY OPPORTUNITIES**

Essential	Desirable
Experience of supporting adults / children with autism, complex behaviour and mental health issues, behaviours that challenge, learning disabilities and severe learning disabilities	At least two years' experience, able to demonstrate examples at registration meeting stage.
A commitment to ensuring continuous development of the service in line with the National Minimum Care Standards, CQC, Skills for Care Social Commitment, DoH Valuing People and other relevant accredited affiliations.	Demonstrated at registration meeting.
Strong knowledge and experience of the social care sector.	A relevant teaching qualification e.g. City & Guilds 7307, Post – Compulsory Teaching Certificate (PCET) post 16, Certificate of Education (Cert Ed) Degree in Education, in special needs or autism. If none of the above, then two years' previous experience and a relevant degree e.g. psychology, social work, social science, sports science, music therapy, art therapy, physiotherapy.
A recognition of the rights and responsibilities of people with learning disabilities and a commitment to SSC's Equal Opportunities Policy and Statement of values.	To have looked at Solutions Temporary Worker Handbook and online policies. To have looked at Solutions' Temporary Care Workers Handbook and policies.  To read the Skills for Care Social Care Commitment and The Care Act.
Understanding of Solutions pledge to Social Care Commitment, Continuing Professional Development, BILD Restrictive Intervention and Autism Accreditation	To have looked at Social Care Commitment info and also the CPD accreditation and Autism Accreditation criteria.
A recognition of the importance of good health and safety practices, and an ability to develop standards and supervise others in this area.	Previous experience.
The ability to communicate effectively (both verbally and written form) with a wide range of significant figures in a friendly and professional manner	Previous experience.
An ability to work as part of a team, having a flexible approach, some weekend work, including one weekend day a month.	Previous experience.



<p>A commitment to person centered planning and an ability to support service users with their individual needs, support plans.</p>	
<p>A willingness to develop own skills and knowledge through further training, completion of CPD training within the service. Also take a role in induction training of new cohorts.</p>	<p>Excellent attitude towards personal development and training, and an ability to reflect on and identify strengths, weaknesses and areas for development.</p>

