



## JOB DESCRIPTION

- Job Title:** **Support and Activity Worker**
- Purpose of Post:** To provide a supportive environment in which the needs of people with learning disabilities can be catered for, whilst working towards gaining independent living skills and encouraging choice and community integration. A major aim of this service is to provide opportunities and choices not normally available to the individuals concerned in order that they may realise their potential.
- Reporting to:** Team Leader
- Accountable to:** Community Services Manager
- Specific Responsibilities:** To work within and lead activity and social sessions. Additionally to provide personal care and support services to customers and assist in providing opportunities for individuals in a manner that respects the dignity of the people involved and promotes independence. Follow company policy and procedures. Attend training as discussed in your supervision and annual review.
- Main Duties and Responsibilities:**
1. Utilise own skills to research and take responsibility for activity and social sessions whilst encouraging good community relationships.
  2. The ability to work with customers to create their individual support plans and outcomes and to ensure that you work to these.
  3. To plan and ensure all sessions run in line with individuals planned outcomes.
  4. To ensure activities meet all customer's needs and choices.
  5. To accurately report, record and maintain records

as required.

6. To ensure all aspects of support and personal care are provided including administration of medication when required.
7. To realise the potential of each customer and support them to achieve their outcomes.

#### PROVIDE A SAFE, COMFORTABLE AND SUPPORTIVE ENVIRONMENT

8. To be responsible for supporting customers with money on a daily basis.
9. Cooperate with management in ensuring that the environment complies with the statutory regulations; Health & Safety, Fire, Environmental Health, Care Quality Commission.
10. Ensure a clean and tidy environment is maintained
11. When required, be responsible for holding keys to open and close the building and ensure it is secured.
12. Report all deficiencies in the service of whatever nature to the line manager.

#### ASSIST INDIVIDUALS WE SUPPORT TO SEE THEMSELVES AS VALUED MEMBERS OF THE LOCAL COMMUNITY

13. To be flexible in working a range of hours and days including weekends and evenings.
14. Encourage good community relationships and consistently promote New Directions as an ambassador for the organisation.

**Other:**

Such other duties as may be allocated by the line manager.

January 2017