

Job description

Job Title: Activity Co-ordinator for Learning Disabilities

Location: Calne, Wilts.

Hours: Sessional

Grade: £9.19 per hour

Service: Mill Race Learning Disability Service:

Reports to: Project Manager

Principal Accountabilities:

1. To pro-actively research, organise and implement a range of activities within and outside of the Centre, which promotes customer independence and choice.
2. To accompany customers whilst accessing activities and trips within the local community and beyond. To also encourage their involvement in making decisions regarding ideas for implementation within the service.
3. To encourage customer mutual respect and peer confidentiality.
4. To actively participate in staff meetings, supervision, yearly appraisal system and identified training required for the role including E. Learning (on line training)
5. To liaise with other agencies when required in the absence of the Service Manager as agreed.
6. To ensure that customers follow Mill Race procedures and practices.
7. To be alert and aware of issues or incidents concerning customers and report these to the Project Manager. To also write up these concerns and insert in the relevant customer Safeguarding File.
8. To be flexible with regards to working hours and prepared to respond to unpredicted situations.
9. To assist customers to maintain a level of health and hygiene.
10. To collect customer monthly invoice payments and trip and refreshment costs. This to be undertaken using the relevant spreadsheet system on the Computer.
11. In conjunction with the Project Manager, to ensure there are adequate catering supplies and that health and Safety and Food Hygiene procedures are followed.
12. Under the direction of the Project Manager, promote and be vigilant regarding Health and Safety within the Service and whilst away on day trips, reporting any issues to the Project Manager.

13. Undertake other general duties such as answering the telephone and preparation of written communication within the service and to outside agencies.
14. To look at your own Family Action e-mail account on a weekly basis, and update your password when necessary. Also to partake in any staff surveys or other surveys family Action may send into your email in box..
15. On a daily/weekly basis or when required, update customer's personal Life star files, including monitoring goals for each customer. Participate in the customer reviews for the Life Star.
16. To be able to evidence Family Action's values at all times, which underpin Family Action's mission of 'building stronger families' by:
 - a) Being **people** focused
 - b) Reflecting a '**can do**' approach
 - c) Striving for **excellence** in everything we do
 - d) Having **mutual respect** for everyone we work with, work for and support through our services
17. To ensure you have an understanding appropriate to your role and comply with Family Action's procedures for promoting and safeguarding the welfare of children and vulnerable adults.
18. To comply with Family Action's Diversity & Equality Policy and our Ethical Policy in every aspect of your work and positively promote the principles of these policies amongst colleagues, service users and other members of the community.
19. To comply with Family Action's Health and Safety Policy, Data Protection Policy and to protect your own and others' health, safety and welfare.
20. To work flexibly as may be required by the needs of the service and carry out any other reasonable duties as required.

Person Specification

Activity Co-ordinator for Learning Disabilities.

1. Excellent interpersonal skills
2. Good facilitating and listening skills
3. Some experience, either paid or voluntary, of working with adults with a learning disability and/or autism would be an advantage.
4. Able to research, prepare and run activities both in and away from the service.
5. To be able to adapt to the needs of individual customers and to respond to situations as they arise.
6. To work as an integral part of a small staff team but to also be able to work unsupervised if and when required.
7. Respectful of people's individual needs, value diversity and have a non judgemental approach.
8. Possess a patient and understanding manner.
9. Have a good understanding of the importance of confidentiality and the need to maintain professional boundaries.
10. A willingness to undertake training and interested in self development.
11. A good level of IT ability in order to use email, spreadsheets and support customers when using computers.
12. Able to evidence Family Action's values at all times, which underpin Family Action's mission of 'building stronger families' by:
 - e) Being **people** focused
 - f) Reflecting a '**can do**' approach
 - g) Striving for **excellence** in everything we do
 - h) Having **mutual respect** for everyone we work with, work for and support through our services
13. Educated to level three or above with a recognised professional qualification in social work, health, education or equivalent, and evidence of a commitment to continuing learning and professional development.