



Frances Taylor Foundation

DIGNITY AND RESPECT FOR THE INDIVIDUAL



Activity Worker [Bank – “as and when” work]

Service/Location: Fernley Resource Centre, L37 1PH

Role Profile

Position:	Bank Activity Worker
Grade:	Hourly rate of £7.85 per hour (as of January 2017)
Tenure:	Bank – “as and when” work. The Frances Taylor Foundation is not obliged to offer any specific number of hours of work, and nor are you obliged to accept hours offered – but once you agree to work particular hours, this is a binding agreement for those specific hours.
Responsible to:	Service Manager/Deputy Service Manager/Team Leader/Senior Activity Worker

JOB DESCRIPTION

PURPOSE OF POSITION

With the guidance and support of the above senior staff team, the Activity Worker will ensure all people using the Fernley Resource Centre receive the appropriate level of care and support, as well as the opportunity for personal development through the provision of a planned programme of meaningful activities. The post holder will be responsible for providing high quality personal care and support to each individual using the Fernley Resource Centre. This will be done by recognising and complying with all aspects of that person's Health Action Plan, such as the Person Centred Plan, Risk Assessments, Identified Health Needs etc., as well as the personalised activity schedule. Each individually assessed and planned programme of activities will be delivered under the following key headings:

- Art Drama and Sensory Development**
- Community Involvement and Social Skills**
- Horticulture, Healthy Lifestyles and Sensory Development**
- Physical/Mental Wellbeing, Exercise and Healthy Living**

The Activity Worker will ensure that the co-ordinated personal care and planned programme of activities continue to provide people with the opportunity to achieve and maintain their optimal level of independence. This will be done through the delivery of a high quality service and active communication with the senior staff team in order to facilitate the continued development of the service being provided to each individual.

Having already worked in a similar role or setting, you will have excellent communication skills, a caring and person-centred approach, and a genuine wish to provide the opportunity to vulnerable people to improve and develop their quality of life. The role of the Activity Worker is to assist the senior staff team to plan, arrange, deliver and monitor a wide and stimulating variety of activities with the aim of developing the service users' physical, social, psychological, and spiritual well-being, as well as promoting and maintaining the service users' independence as far as possible. This will involve providing flexible and individual learning programmes in a range of environments.

DUTIES AND RESPONSIBILITIES

Key Responsibilities

- Adapting to meet the individual needs of clients.
- Delivering a programmed schedule of activities with individuals and groups.
- Encouraging and supporting clients to reach and maintain their optimal level of independence.
- Encouraging self-awareness, exploration and reflection on feelings and relationships.
- Monitoring and evaluating the effects of the service being provided in order to facilitate client progress.
- Liaising with the senior staff team on all aspects of the service being provided.
- Making best use of effective skills in the use of ICT.
- Making best use of effective written and oral communication skills.

Service Support

- Assist the senior staff team in achieving a high standard of support, care and development for all of Fernley's service users.
- Participate in training when required to ensure the delivery of a high quality, responsive and person centred programme of support.
- Assist the senior staff team to facilitate group activities for people using the service.
- Assist people who use the service to participate in activities of their choice.
- Work with the senior staff team to support the planning and undertaking of social events and outings.
- Utilise specialist media such as large print books or news tapes to ensure equal opportunity in activities.
- Maintain confidentiality at all times and comply with the company policy ensuring security in the management and use of information. To contribute to close working relationships with all personnel and to help to build an open, honest and happy culture that facilitates learning, creativity and excellence in service delivery.
- Be empathetic and courteous to people who use the service and their relatives, treating them with care and consideration at all times and referring any issues or incidents directly to the senior staff team.
- Use positive approaches and other techniques as appropriate to ensure that people who challenge services and/or who have high and complex needs are able to continue safe access and to benefit from our service.
- Strive to provide a quality service that not only continues to be desirable to personal budget holders, but is also at all times flexible to their needs, such as evening or weekend sessions when seen to be of benefit.
- Communicate with families, representatives and outside agencies in a professional and courteous manner and personally ensure a high standard and quality of practice
- Ensure the maintenance of good recording systems, as appropriate, for example service users' personal files and care plans.
- Liaise with G.P's and members of multidisciplinary teams as required, ensuring that identified needs are being met and that care and support is provided to the highest standard.
- Participate in handovers, staff/service user meetings and training programmes as required and instructed.
- Participate in meetings and work collaboratively on specialist interventions/strategies as agreed.
- To actively market the service for example attending care exhibitions, local schools and colleges, etc.

Values and Attitudes

- To be aware of and fully implement all relevant policies and procedures of the Frances Taylor Foundation.
- Ensure that people we support are treated with respect, dignity and equality, including support with personal care.
- If trained and authorised to administer medication, to be aware of and adhere to the organisation's policy and procedure regarding the administration of medicines. To ensure that correct doses are issued to the correct service user at the required time, the medical status of service users is monitored, and that appropriate records are maintained.
- Ensure the people we support develop and maintain relationships, and participate in and contribute to the local community.
- Respond to any concerns regarding the health, wellbeing, safety or safeguarding of service users we support in accordance with the organisation's policies and procedures.

Additional Information

- The post holder must at all times carry out their responsibilities with due regard to the company's Equal Opportunities Statement.
- To be responsible for the post holder's own personal and professional development.
- To receive regular supervision and participate in an annual appraisal, undertaking any agreed actions that arise.
- Develop skills and competencies that assist in the delivery of current duties including participation in relevant training.
- Maintain confidentiality of information and work in line with all relevant codes of practice and legislation.
- When service users have additional needs, to support and assist each person to maintain a high standard of personal care including intimate care, hygiene and physical wellbeing involving where required support with moving and handling and the use of mobility aids and equipment.
- Work in line with the company's Safeguarding People from Abuse Policy and Whistle Blowing Policy to ensure that people are kept safe at all times.
- The post holder must accept responsibility for ensuring that the policies and procedures relating to Health and Safety in the workplace are adhered to at all times.
- The post holder must respect the confidentiality of data stored electronically and by other means in line with the Data Protection Act.
- Ensure risk assessments are followed as necessary in line with policies and procedures.
- To work flexibly according to the needs of the clients. In addition to the possibility of regular evening working, this may also include occasional weekend working for specific events/needs.

The above list is not exclusive or exhaustive and the post holder will be required to undertake such duties as may reasonably be expected within the scope and grading of the post. All members of staff are

required to be professional, co-operative and flexible in line with the needs of the post. The duties and responsibilities of an Activity Support Worker may change and develop over time. Therefore this job description is subject to amendment. The Service Manager, in consultation with you, will propose appropriate changes as necessary.

Bank Activity Worker

Date

Fernley Resource Centre

Date