

# LONDON BOROUGH OF LEWISHAM

## JOB DESCRIPTION

<b>Designation:</b>	Day Opportunities Facilitator – Level 2	<b>Grade:</b>	Scale 5
<b>Reports to: (Designation)</b>	Day Opportunities Team Manager or Day Opportunities Manager	<b>Grade:</b>	PO1 or PO4
<b>Directorate:</b>	Adult Social Care & Health	<b>Section:</b>	Internal Provider Services

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### Main Purpose of the job:

**This is a key post facilitating and promoting the wellbeing, enablement and independence of service users by ensuring service users have choice and control of the services they are in receipt of.**

**The post holder will work within a team to support adults with complex physical and learning disabilities, dementia, challenging behaviours to engage in and to access social, leisure, education, and employment opportunities in a range of community and resource base settings**

**To undertake risk assessments and develop personal plans that respond effectively and safely to a range of service user needs.**

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### Summary of Responsibilities and Personal Duties:

1. To provide individually designed services and support to those people who use the service.
2. To contribute to the introduction of new referrals to the service and to plan, implement and evaluate agreed programmes for groups and individuals.
3. As a keyworker, using a person centered planning approach, to assist service users to identify their needs and wants and to assist them, through a devised action plan, in achieving specific measurable outcomes linked to Support and Life plans
4. To contribute to the organisation and supervision of specific day service activities on a group and/or individual basis within the Centre and the wider community.
5. To devise care plans and to provide for the personal care needs of the people who use the service.
6. To administer medication in accordance with Day Opportunities Medication Policy and to support service users in relation to their health care needs. To support service users with eating and drinking following appropriate guidelines.
7. To be involved in and have knowledge of all required individual guidelines for service users and to take responsibility for implementing them.
8. To assist the people who use the service in developing and implementing learning strategies. In particular, to support service users in creative individual communication programmes.

9. To promote independence, re-enablement and to support inclusion within the local community for people who use the service.
10. To contribute to detailed individual records, ensuring that accurate written reports are provided as required and that any recorded information complies with current guidelines, confidentiality and data protection legislation.
11. To ensure that the rights to confidentiality for the people who use the service are protected.
12. To participate in regular staff meetings for planning and information sharing.
13. To participate in individual supervision in line the with Council's Policy.
14. To work consistently as part of a team to provide quality services to the people who use the service and their carers. To undertake outreach / escort work and to work flexibly according to the needs of the service as required.
15. To participate in all relevant meetings in the interest of the people who use the service.
16. To aim to achieve good working relationships and liaison with relatives, social workers, the Multi-Disciplinary Team and other partners and stakeholders and to implement recommended therapeutic programmes.
17. To communicate effectively and to develop networks.
18. To be responsible for finances, as required.
19. To develop an awareness of current practice and developments nationally in regard to the support of adults with learning and / or physical disabilities, dementia, challenging needs and sensory impairments as appropriate.
20. To formally report all complaints to the Team Manager and to be involved in the Comments, Complaints and Compliments Procedure as required.
21. As part of the team, to actively contribute to service developments and to work towards quality assurance and improvements in service delivery.
22. To comply with Day Opportunities' Risk Taking Policy and to participate in the risk assessment process in developing group and individual risk assessments.
23. To work towards raising the profile of people that use the service and to promote positive attitudes by developing greater awareness in professionals, partner organisations and the wider community.

Internal Contacts: These include colleagues within the service and the wider Council, members of the multi-disciplinary team, social work / care management teams and commissioning.

External Contacts: This will include parents / carers, health professionals, service providers in the private and voluntary sector, and contractors.

To carry out the duties of the post with due regard to the Council's Equal Opportunities Policy and core values.

All employees are required to participate in the annual appraisal scheme and to undertake appropriate training and development identified to enhance their work.

All employees are required to comply with the Council's Health & Safety policies and procedures at all times, taking due care for themselves, colleagues and members of the public.

Assist in carrying out the Council's environmental policy within the day to day activities of the post.

Undertake other duties, commensurate with the grade, as may reasonably be required.

Consideration will be given to restructuring the duties of this post for a disabled postholder

THIS JOB DESCRIPTION MAY NEED TO BE AMENDED BY THE DIRECTORATE TO MEET THE CHANGING NEEDS OF THE SERVICE.

Number of fully managed staff: N/A

Title: Grade No of posts

Number of partially managed staff: N/A

Title: Grade No of posts

# PERSON SPECIFICATION

**JOB TITLE:** DAY OPPORTUNITIES FACILITATOR

**POST NO:**

**DEPARTMENT:** SOCIAL CARE & HEALTH

**GRADE:** SCALE 5

## Note to Candidates

The Person Specification is a picture of the skills; knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

Those categories marked 'S' will be used especially for the purpose of shortlisting.

If you are a disabled person but are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria you will be shortlisted and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

## **Equal Opportunities**

Commitment to implement the Council's Equal Opportunities policies.

Awareness of Equal Opportunities issues.

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## **Knowledge**

Knowledge of current practice and service developments in the relevant field of: learning disabilities; physical disabilities; sensory impairments; dementia; challenging needs.

Knowledge of community work and commitment to support service users to identify and use opportunities within the community

## **Aptitude**

Ability to identify service users' needs and wants and to devise individual action plans.

Ability to design individual services which provide support to those people that use Day Opportunities

Ability to contribute actively to teamwork.

Ability to facilitate a person centred approach.

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Ability to work in stressful and pressurised situations.

Ability to work with a range of people with diverse needs.

## **Skills**

Effective communication skills, both verbal and written (e.g. report writing)

Interpersonal and facilitation skills.

Group leadership skills.

Skills in assessment/screening techniques.

### **Experience**

Proven key-work experience in the area of learning and/or physical disabilities, sensory impairments, dementia, challenging needs

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Skill training experience in a specific area

Experience of effective liaison and collaboration with a range of agencies.

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Experience of planning and implementing programmes to meet individual and group needs

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Experience of providing personal care.

Of assisting people with complex needs to develop their confidence and abilities within the centre and the wider community.

### **Professional Qualifications**

NVQ level 3 in care , Q & CF (qualifications and credit framework) – diploma level 3 or prepared and committed to work towards

### **Personal Qualities**

#### **PHYSICALLY FIT TO UNDERTAKE DUTIES**

Personal commitment to provision of quality services.

Flexibility

Resilience

Reliable attendance record

### **Special Requirements**

Be able to work on own initiative