

**Job Title: Daycare Activity Support Worker**

**Job Purpose:**

Work as directed to provide adult social care, customer support and skills development.

Provide person-centred support and outstanding customer care to enable customers to access and participate in a range of practical, work orientated and social activities across daycare and outreach locations.

**Specific Duties:**

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| **Customer Communication**  |
| 1. Interact on a daily basis with a range of customers and support their communication and interaction with other people. Make use of alternative communication tools such as Makaton and pictorial symbols.
2. Identify customer’s activity needs and abilities through observation and discussion
3. Be alert to and report any issues that arise to the Care Manager in relation to customer safeguarding and customer welfare.
4. Communicate effectively with customers, volunteers, customer families / friends and other staff members.
5. Communicate regularly with the Care Manager regarding changes to the customer’s wellbeing, behaviour or circumstances.
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| **Daycare Provision**  |
| 1. Support the provision of a reliable transport service to take customers to / from the centre on a daily basis. Carry out basic vehicle safety checks before every trip.
2. Provide practical hands-on support as directed on a one to one or group basis (including Instructor support when necessary) to enable customers to participate within a range of work based and/or well-being, therapeutic activities, promoting self-reliance and skills development. Be accessible, approachable and sensitive to their needs demonstrating respect and dignity at all times.
3. Supervise customers during break periods.
4. Oversee the allocation and accessibility of customer’s lockers ensuring that personal possessions are safely and securely stowed.
5. Administer medication as set out in the medication policy and ensure MAR sheets are accurately completed. Provide assistance with personal care and undertake first aid duties as required. Assist customers with mobility problems or other physical disabilities and assist in the use of support aids and personal equipment as required.
6. As directed, organise sports, enrichment and social activities which are imaginative and contribute to customer’s overall well-being, the development of new skills and person centred outcomes. Put forward your ideas to engage customers in new and innovative activities and experiences which are linked to meaningful occupation and well-being.
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| **Personal Accountability** |
| 1. Act professionally and work co-operatively as a member of a staff team and contribute to a culture of open communication, to include constructive feedback for self and colleagues. Participate in staff meetings as required making a constructive contribution.
2. Remain up to date with relevant legislation, organisational procedures, policies and professional codes of conduct.
3. Undertake ad-hoc projects as directed by centre management from time to time.
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| **Additional Requirements:** |
| 1. Attend all training courses as directed and be responsible for maintaining and improving own knowledge, skills and professional development through experience and training.
2. Adhere to Apuldram’s Policies and Procedures
3. Be willing to work flexibly in order to meet the needs of the service
4. Undertake any other duties that reasonably fall within the scope of the job role as and when required to ensure the safe and smooth running of the Service
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**Person Specification**

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| **ESSENTIAL** | **DESIRABLE** |
| Good general standard of education to include numeracy, literacy and IT skills GCSE Grade C or equivalent | Recognised vocational qualification relevant to the post (or willingness to undertake within 12 months).NVQ level 2/3 in care |
| Good communication and interpersonal skills with friendly and engaging personality. |  |
| Commitment to learning, training and professional development.First Aid training | Instructor / coaching accreditationMedication training |
| Previous experience of working in the voluntary and community sector and working with adults with learning disabilities Understanding of the Mental Capacity Act | Experience of organising events and activitiesPrevious experience of providing personal care / support (paid or unpaid) to adults with a learning disability |
| Full driving licence and access to a vehicle  | MIDAs training |
| Able to work flexibly  |  |

**Key Competencies Required for the Role:**

* Ability to communicate effectively with a range of people using interpersonal and influencing skills
* Ability to work flexibly and creatively with customers with a learning disability
* Ability to provide personal care
* Ability to maintain confidentiality
* Ability to complete and maintain accurate records