

## Job Description

<b>Job:</b>	Activity Assistant
<b>Reports to:</b>	Community Services Manager
<b>Salary Scale:</b>	£11.10 p/h
<b>Hours:</b>	Up to 37.5 hours per week on a shift system, which can include weekends. Part-time hours available.
<b>Job Benefits:</b>	<p>For contracted staff:</p> <ul style="list-style-type: none"> <li>• 28 days holiday per year pro rata inclusive of bank holidays</li> <li>• Increased holiday entitlement with service</li> <li>• Pension Scheme</li> <li>• Medicash – includes access to 24hr GP, money off shopping and going out, wellbeing aids</li> <li>• Life Insurance Scheme</li> <li>• Excellent internal and external training &amp; induction</li> <li>• Monthly staff prize draw</li> </ul>

Mileage paid for travel during work hours

### Essential Criteria

Basic IT skills – Microsoft Word & Email  
A genuine desire to progress in care  
Flexibility & commitment to training  
Energetic, fun-loving personality, happy to get involved in all activities

### Desirable Criteria

Willingness to work towards QCF level 2/3 in Care  
Car Driver

## Job Requirements

To provide person centred support for individuals who have a range of physical and learning disabilities including people with profound, multiple learning disabilities and complex health needs. Be an instrumental member of the team supporting people to lead full and active lives as members of their community. To work as part of a care and support team in our Community Services, clubs and within

service users' own homes. Work in partnership with the staff team, internal and external stakeholders, professionals and the local community to achieve best practice in line with Stockdales Mission statement.

## **Key Duties**

- Provide dignified, person-centred care to service users in accordance with their assessed need. This includes facilitating personal care, supporting individuals with all identified self-help skills, working with those whose behaviour can challenge, following support plans, showing empathy and contributing to multidisciplinary meetings
- Provide support by means of a full range of activities including exploration of all the arts, music, drama, sports and social visits/activities
- Be actively involved in all activities and help to adapt activities to service users' abilities
- Be organised, adaptable and have good time management skills
- To take an active part in encouraging the development of independent life skills and interests
- To participate in direct care following care plans. To provide encouragement and support with personal care, such as assistance at mealtimes and feeding in line with detailed care plans, personal cleanliness and appearance
- Maximise service user outcomes and enhance their experiences by promoting new opportunities and achievements promoting community integration. This can include supporting service user in their homes or providing home care packages of support
- Demonstrate a good sound value base promoting dignity and respect at all times in line with the Care Act 2004
- Maintain accurate and up to date records of the work undertaken with service users using both written and electronic media, maintaining confidentiality at all times
- To demonstrate effective time management and be able to work without direct supervision including lone working as appropriate
- Attend team meetings and supervisions and make a positive contribution to team and service development
- Actively engage in training and demonstrate a high level of commitment to personal and service development to enable Stockdales to maintain a competent, confident and skilful workforce
- Attend appropriate training as and when required and within the first six months of your employment complete relevant training including the training workbook
- Ensure you are knowledgeable about Stockdales' Policies and Procedures and undertake any task deemed appropriate to the post and the remit of the service
- Comply with the standards of conduct and practice established by regulatory bodies including CQC and Ofsted and ensure that you adhere to them at all times

This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility and is open to change and review at any time. The Nature of Stockdales' work is varied and at times unpredictable. All staff are required to work flexibly to meet the needs of the Service Users and any demands on the service, this may result in additional tasks being undertaken that have not been covered in the job description.

This post is subject to a satisfactory DBS check and references as well as completion of an acceptable probationary period of 6 months.

Stockdales is committed to being an equal opportunities employer, with a values-based recruitment process.

I have read and understood the above job description and understand the terms of which I agree to.

Name - \_\_\_\_\_

Signed - \_\_\_\_\_

Date - \_\_\_\_\_