

THE CLUBHOUSE PROJECT DAY SERVICE LTD

LIFE SKILLS SUPPORT WORKER

Job Description

Job Objectives

To ensure so that the clients' experience of The Clubhouse Project Day Service Ltd and the local community is rich, varied and demonstrably contributes to their developing independence and emotional wellbeing.

To provide direct support to clients that gives them the best possible opportunity for a "life without limits".

To ensure that the clients have their privacy, dignity and independence respected at all times and that their views and experiences are taken into account in the way the service is provided and delivered.

To ensure that the clients are kept safe in line with our safeguarding strategy and related policies, and to ensure that they receive the highest standards of care and support.

Key Tasks and Main Duties

- Plan and deliver, life skills activities, in small groups sessions, which meet the agreed objectives and personalised life skills needs of our clients.
- Be fully conversant with the use of visual aids and TCP's ethos regarding the expertise around delivering person centred care. When required, support the delivery of Life Skills sessions and programmes.
- Have a clear profile of clients' individual needs and planned strategies to meet those needs. Contribute to the inclusion of all clients by working with them to identify barriers to learning and life skills, taking steps to remove these and support participation in a full range of activities.
- Encourage clients to make their own decisions and take responsibility for their own learning, and for directing their care and support, by using appropriate strategies to

challenge, motivate and sustain their interests and efforts in learning and living activities. Working to the principle of “just enough” support. Organise stimulating activities in house and in the community that are appropriate to the client’s needs and take into account their hopes and aspirations. Ensure that they are well planned and risk assessed.

- Take responsibility for the recording of clients’ target tracking, progress and achievement ensuring a focus on impact and outcomes.
- Responsibility for life skills environment which meets all Health & Safety and Infection Control requirements by ensuring that all processes and procedures are complied with.
- Contribute to the safeguarding of all clients by having an awareness of signs of abuse, and an understanding of relevant procedure and protocol and ensuring any concerns are addressed.
- Implement agreed behaviour management strategies to promote positive behaviour and support and encourage clients to manage and take responsibility for their own behaviour.
- Contribute to the personal and intimate care of clients in a way which has been directed by them as far as they are able and which respects their privacy, dignity and independence.
- Responsibility for the administration and storage of medication in line with the Medication Policy and to a standard that meets the requirements.
- Support and promote the use of IT into learning and living activities, to allow clients to advance and to stimulate their learning.
- Work effectively with all other colleagues, in a spirit of mutual respect, to support and develop working practices and procedures.
- Efficiently implement all administrative tasks in the timeframe required.
- To be proactive in own self development and in developing reflective practice, so that the experience, outcomes and impact for the clients is enhanced.
- Ensure that equality and diversity is embedded in all activities.
- To be responsible for promoting and safeguarding the welfare of the clients and all other young people/vulnerable adults that have contact with the organisation, challenging any poor practice.