



Job Description

JOB TITLE: Life Skills Facilitator
RESPONSIBLE TO: Head of Services via Home Managers

“This organization is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment”.

Responsible for:

To assist in identifying and meeting the independence, educational, social and emotional needs of each young adult by following procedures and policies as laid down in the *Policies and Procedures Manual*.

Main Duties

- 1) To assist in providing a supportive, homely, residential environment, in respect of privacy, dignity, independence, choice and fulfillment.
- 2) To deliver the adult curriculum in accordance with ASDAN (Award Scheme Development and Accreditation Network) under the direction of the Training and Activities Co-ordinator.
- 3) To participate in all timetabled activities according to the needs of the young adults.
- 4) To maintain a written record of each session via the *Session Record Schedules, Report Book* and other specific data collection as directed by the Team Leader.
- 5) To complete statutory documentation in line with the appropriate legislation.
- 6) To work under the direction of the Team Leader to meet individual young adults specified needs.
- 7) To attend and participate in meetings, staff development and in-service training as required.
- 8) To enable young adults to maintain as close as possible liaison with their parents, families, friends or advocate.
- 9) To maintain company, young adults and employee confidentiality at all times.
- 10) To be aware of and comply with the 'Joint Management Procedures: Abuse of Vulnerable Adults', The Health and Safety at Work Act 1999 and other relevant legislation.
- 11) To assist in household duties to ensure a high standard of cleanliness and hygiene is maintained.
- 12) May be required to administer medication, after receiving the appropriate training from the registered nurse at Progress Adult Services Ltd, to young adults.
- 13) To establish a professional approach with co-workers, parents and other professionals.
- 14) Employees who meet the criteria for approved drivers will be expected to drive company vehicles.

15) This Job Description is not exhaustive but should be seen as a general guide and does not preclude other tasks as directed by the Head of Service.

Person Specification

JOB TITLE: Life Skills Facilitator

Qualifications

- Desirable that the post holder has some experience working with people who have a learning disability
- Desirable that the post holder has experience working with people in a residential setting
- Desirable that the post holder holds a clean, current driving license

Skills & Knowledge

- Able to relate to Progress Adult Services Ltd Mission Statement, Aims and Beliefs
- Good oral and written communication skills
- Sound educational background
- Determination, understanding and patience.

Values & Personal Attributes

- Able to strive to contribute as a member of a multi-disciplinary team
- To have a positive approach to people with learning difficulties and be committed to the concept of valued life, promoting independence
- Good general health and physical fitness is essential
- Contribute towards providing a home away from home environment

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