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Job Description
Day Opportunities Worker, Newcastle
<p>Introduction</p> <p>Autism Initiatives is committed to working in partnership with the People Supported, their families, commissioners and others to provide a specialist, autism specific, person centred and outcome focussed for people with Autism Spectrum conditions.</p> <p>All staff are expected to:</p> <ul style="list-style-type: none"> • Work in the context of Autism Initiatives' Vision, Mission and Philosophy and to use our 'Five Point Star' approach in order to support the People Supported in achieving their goals. • Work to develop their abilities in line with the Autism Initiatives Competency Framework. • Recognise the positive abilities of the People Supported and support our shared belief in lifelong learning. • Adhere to the Autism Initiatives' Code of Conduct and the NI Social Care Council's Code of Practice (NISCC), showing a high degree of professionalism, resilience, and a willingness to remain committed during particularly demanding times.
<p>Location / Department</p> <p>Day Opportunities Workers are usually recruited for specific locations and the People Supported, but <i>may also be required to work at other locations, either temporarily or permanently, or may be recruited for across services.</i></p>
<p>Line Manager</p> <p>Day Opportunities Workers (with driving duties) are managed and supervised by the Service Manager/Team leader where they are located, through the line management structure.</p>
<p>Purpose of Job:</p> <p>To work as part of a team within Autism Initiatives for people who have learning disabilities and associated disabilities. To undertake all responsibilities within the facility in order to meet the support needs of these individuals.</p> <p>The staff team will support independence and will empower the People Supported by providing advice, assistance and if necessary, personal care.</p> <p>They will be sensitive and responsive and will consult and involve the People Supported in all areas relating to their individual lives. The People Supported will be informed about choices available and will be afforded opportunity to participate in the wider community. The</p>

privacy, confidentiality, rights and responsibilities of the People Supported will be upheld. The post holder will also be responsible for the safe transportation of the People Supported to Daycare, appointments and special organised trips; to perform daily inspections of a bus or transportation equipment; and do other related work as required.

Administration

- To assist in ensuring that the environment is safe and responsive to individual needs.
- To support the People Supported s, enabling them to integrate with the local community.
- To store, administer and record administration of medication as required.
- To monitor the health and wellbeing of the People Supported in liaison with other relevant professionals.
- To ensure safe and appropriate handling of the individuals' money.
- To handle petty cash according to procedures laid down by Autism Initiatives and to assist with records and returns as required in respect of this area.
- To keep appropriate records on all matters relating to the operation of the facility according to policy and procedures.
- To protect confidentiality of personal information and ensure that information is only disclosed to those who have a right and need to know.
- To promote non-discriminatory practices.
- To learn and use appropriate methods of communication.
- To contribute to verbal and written reports.

Household

- Undertake cleaning, laundry and domestic duties as required.
- To report and document any maintenance requirements.
- Assist in ensuring that transport requirements are assessed and achieved to meet the needs of the People Supported.

Care of the People Supported

- Report to a senior, untoward incidents and ensure that accurate records are kept of such incidents.
- Ensure that the focus of your work is on clients and the delivery of a high quality and caring service.
- Maintain and protect the dignity and vulnerability of People Supported, having special regard to confidentiality in all aspects of their care.
- Ensure the needs of the People Supported are considered at all times taking into consideration their sensory, physical and/or learning disabilities.

- As far as possible ensure that People Supported are involved and informed about aspects of their life within the facility and local community.
- Develop appropriate relationships with the People Supported to enhance their confidence, personal development and general sense of well being.
- Accompany the People Supported to appointments, meetings and other services as required.
- Ensure that the People Supported are supported and encouraged in their safety, health, nutrition and dress.
- Together with the People Supported and members of the staff team, be involved in assessment, planning, implementation and evaluation of individual support/care plans in order to enhance and maximise the capabilities and independence of the People Supported.
- Assist with the planning and preparation of individual and group activities.
- Assist in writing reports and attend reviews for the People Supported as required.
- Directly participate in meeting the personal and physical needs of the People Supported, as required.
- Assist in planning and pursuing agreed strategies to support and alleviate behaviour that presents challenge.
- Maintain records of incidents and accidents.
- Ensure that the personal belongings of the People Supported are treated with respect.

Teamwork

- Participate in promoting a team approach at all times.
- Be polite, courteous and supportive to all team members.
- Be flexible in accordance with the needs of the People Supported.
- Be flexible in accordance with activities/events out with normal working hours.
- Be available to cover leave (sickness, annual etc.)
- Assist in the induction of new staff.
- Work in accordance with agreed policies, practices and procedures.
- Participate in and contribute to staff meetings.
- Support colleagues in difficult or potentially difficult situations within the workplace.

Personal Development

- Attend supervision and appraisal meetings and have a willingness to be accountable and develop as a valued member of the team.
- To undertake training as required.

- Have a flexible attitude to working arrangements.
- Do not at any time act in such a manner as to bring Autism Initiatives into disrepute.

General

- To be able to work effectively with the People Supported, families, carers, professionals and staff.
- Work to agreed standards in line with Autism Initiatives policies and procedures.
- Be polite, courteous and professional to all family members, professionals and visitors.
- Do not at any time act in such a manner as to bring Autism Initiatives into disrepute.
- Maintain a clean and tidy appearance and appropriately dress.
- Adhere to all Health and Safety policies, reporting any accidents immediately they occur and complete the necessary documentation and assist with the investigation of such accidents.

Transport

- Collect and convey the People Supported from their homes to Day Centre, appointments, outings etc in a timely manner.
- Occasionally Operate lifts and ramps on buses where provided.
- Offer passengers assistance with seatbelts and secure passengers travelling in wheelchairs with the appropriate restraint and harness.
- Ensure that clients receive any necessary assistance, whether in their preparation for travel, their movement from home to the vehicle, during their journey or from the vehicle to the Day Centre.
- Assist Care Staff in the administration of emergency aid to the People Supported sustaining minor injuries whilst on the vehicle.
- Follow Autism Initiatives policies and procedures regarding company vehicles.
- Carry out any other transport related duties as required.

It is the nature of the work of the post that tasks and responsibilities are, in many circumstances, unpredictable and varied. The post holder will therefore be expected to work in a flexible way when the occasion arises that tasks, which are not specifically covered in their job description, have to be undertaken.

These additional duties will normally be to cover unforeseen circumstances or changes in work and they will normally be compatible with the regular type of work.

The job description may also be reviewed in light of changing service, or the People Supported needs, developments in the Company, or due to legislative or regulatory requirements or in consultation with the post holder.

This job description is not definitive and may vary.

November 2023