

Job Ref: SAILS/OW/01/16

### **Independent Options (North West)**

<b>Job Title:</b>	Outreach Worker - Supported Activities & Independent Living Skills (SAILS) Service
<b>Hours:</b>	37 hours to be worked flexible depending on the needs of the service, including evenings, weekends, school holidays and bank holidays. Sleeps in duties are required for weekends away.
<b>Location:</b>	Dispersed community settings
<b>Salary:</b>	£7.35 per hour. Extra payments will be made for sleep in duties as part of the weekends away
<b>Holiday entitlement:</b>	28 days (inclusive of bank holidays)

<b>Responsible to:</b>	Service Manager for Supported Activities & Independent Living Skills (SAILS) Service
<b>Purpose of the job:</b>	To provide individualised person centred support to people with learning disabilities in their own homes or in the wider community to enable them to enjoy a fulfilling and valued life and to develop their abilities as fully as possible.

### **Main Responsibilities/Duties:**

1. To provide support for people using the service in a way that will help them to develop to their full potential.
2. To develop and sustain warm and trusting professional relationships with service users, families and carers.
3. To respect the service users' right to privacy and to ensure that their dignity is maintained at all times.
4. To respect and promote the rights and entitlements of people with learning disabilities and to enable them to participate as fully as possible in their communities.
5. To assist people with everyday living tasks whether within their home or the wider community.

6. Actively encourage and enable people to establish and maintain reasonable standards of personal presentation. This may include personal care tasks as directed by the individual support plan.
7. To actively implement support as detailed in the support plan and as may be deemed necessary within the remit of Housing Related Support. This may include assisting people with :
  - planning meals,
  - daily household tasks such as cleaning or washing,
  - general household repairs,
  - budgeting and paying bills,
  - general household purchases.
8. To enable service users to become as independent as possible and to grow in confidence, competence and personal effectiveness in the following areas:
  - Social skills and relationships.
  - Daily living skills.
  - Using community resources and facilities.
  - Self organisation and coping abilities
  - Personal Safety.

To achieve this through the provision of practical assistance, support, teaching, advice, role modelling, encouragement and positive feedback.

9. Assist people to budget effectively, to pay bills and to make general household purchases.
10. Assist in the planning of menus and preparation of meals, where necessary, in accordance with the wishes, health and cultural needs of individuals. To promote nutrition, relaxation and exercise as part of a healthy lifestyle
11. Operate effectively within the Keyworker system by liaising with the service users, parent/carer and any other relevant individual or professional agencies.
12. Maintain accurate records in support of professional practice and key tasks.
13. Assist the Registered Manager in the process of assessment of service users, and the ongoing update of information, including support planning, risk assessment and Keyworker tasks.
14. To be responsive to the individual needs of the service user within the framework of the Support plan and Risk Assessments.

15. Ensure that the administration of medication is accurately recorded and that the drug administration policy is followed precisely.
16. To encourage and support service users in expressing their needs, views and concerns. To enable service users to make choices and decisions and to participate as fully in the planning and decision making process.
17. To support service users in developing a socially valued lifestyle which includes a varied range of cultural and age appropriate experiences to enable people to access social, leisure and educational opportunities.
18. To take small groups on organised day trips as directed by the management of the service.
19. To support Children and Young People on 'weekend away' activities. This includes over night 'sleep in' duties. **(optional duty)**
20. Assist in planning and implementing social, leisure and educational activities for each individual. Building on the strengths, interests and aspirations of the service user whilst not being exposed to unacceptable risk.
21. To become conversant with Independent Options Health and Safety policy and assist in maintaining a safe and comfortable environment. To report immediately any concerns in relation to Health and Safety to the Service Manager.
22. To report any concerns, observations or any significant changes concerning service users to the Service Manager.
23. Liaise with professionals from other agencies with, or on behalf of, individuals.
24. To carry out and record all financial transactions within Independent Options Financial Procedures.
25. To adopt a flexible approach to working arrangements in order to support the team and meet the individual requirements of service users.
26. To notify the service manager of planned whereabouts and to submit accurate timesheets and expense claims.
27. To accept and participate in staff supervision sessions, team meetings and appropriate training programmes.
28. To identify own training and development needs in discussion with the line manager.

29. To carry out all work in a manner that is consistent with the aims and service principles of Independent Options.
30. To observe all written policies, procedures and guidelines for good practice agreed by Independent Options.
31. To maintain up to date awareness of legislation and good practice related to the specific service group.
32. To work within the performance management system for Independent Options.
33. To follow guidance provided by the Strategic Management Team to provide services.
34. Any other duties as required by the Strategic Management Team and/or the Board of trustees.