

Responsible to the Day Services Manager or Personnel Manager, depending on site

### **PURPOSE OF POSITION**

1. To be responsible for the planning of the designated day's activity involving the resident, taking into account resident choice, whether the activity be on or off site.
2. To contribute to the overall Days Activities Programme by producing a record that indicates a level of progress in their skill level and upkeep of learned skills in accordance with their Individual Personal Programme of activities.
3. To give qualitative and purposeful/structured 1-1 time with the individual resident.

### **PRINCIPAL RESPONSIBILITIES**

In addition the duties outlined in the Principal Responsibilities for Day Centre Support Worker.

1. To plan, in the time provided, each Day's Activity Session taking into account the residents choice/ability and the content of their Individual Personal Programme.
2. To prepare in the time provided the necessary information/materials needed for that session.
3. To converse with the care staff Team Leader prior to each session/trip, i.e. to inform you of any relevant information you might need about resident's welfare, etc., for that session/trip.
4. To assist the resident in the performance of all activities planned taking into account each individual resident's choices/abilities on or off site.
5. To keep a record of the activity undertaken.
6. To ensure that the resident attending that Activity session/trip are reminded, in sufficient time that the session/trip is taking place.
7. To provide the Keyworker and Manager responsible for reviews a record of the progress of that particular resident for review/assessment purposes, also to attend reviews when required.
8. To be conversant with the Risk Assessment and guidelines of the individual resident in respect of the Activities/trip being planned.
9. To attend relevant training courses.
10. To attend Day Service staff meetings, in respect of planning and co-coordinating the Day Activities sessions/trips.
11. To undertake other duties pertaining to the smooth running of the Day Centres activities programme that may arise from time to time.