

- To administer medication when appropriately trained to do so, in line with National Star policy and procedures
- To undertake escort duties and where appropriate adhere to training given to drive National Star vehicles
- To use organisational documentation to record and report any relevant information and changes in accordance with policy and procedure
- To establish and maintain a high level of customer service for residents, parents and other appropriate individuals/group
- To attend and contribute to meetings
- To fulfil requirements of Appraisal and Support and Development.
- To undertake any other reasonable duties requested by your Line Manager or Head of Service
- To promote equality and diversity and act as a role model, ensuring equality of access to service delivery
- To undertake regular CPD, attending training sessions, updates and formal qualifications
- Demonstrate personal commitment to equality to ensure we develop a community which celebrate and values diversity
- The organisation takes seriously its responsibility and is committed to safeguarding and promoting the welfare of young adults and children, and expects all staff to share this.
- To promote and adhere to the organisation's health and safety policy and any other associated policies, procedures and guidelines.

HOURS OF WORK

This post will require working on a rota system including evening and weekend working. Early shifts commence at 7am and Late shifts finish at 9.30pm. All staff are expected to work every other weekend, both Saturday and Sunday.

SAFEGUARDING

The organisation takes seriously its responsibility for safeguarding and is committed to safeguarding and promoting the welfare of young adults and children and requires that all staff share this and act accordingly by applying organisational policy and procedure and attending annual safeguarding training.

EQUALITY & DIVERSITY

Through personal example and clear action demonstrate commitment to equality and diversity ensuring equality of access and treatment in employment and service delivery to all.

HEALTH & SAFETY

Promote the Health and Safety at Work Policy and Procedure and ensure these are implemented effectively within the department.

Person Specification – Facilitator – Long Term Living

Attributes	Essential	Desirable
Previous experience	<ul style="list-style-type: none"> • Experience of working with people • Working within a team 	<ul style="list-style-type: none"> • Experience of working in residential care. • Experience of working with people with disabilities • Experience of working within a therapeutic environment
Education/Knowledge	<ul style="list-style-type: none"> • Good standard of spoken and written English • Able to achieve diploma level 2 with 24 months of commencing in post • Able to demonstrate an understanding of the mission statement • Effective recording and reporting of information 	<ul style="list-style-type: none"> • Achieved Diploma level 2 or above in Care (or equivalent)
Skills	<ul style="list-style-type: none"> • Good organisational and time management skills • Strong communication skills • Able to support residents to meet aspirations and improve their independence • Effective team worker • Proactive • To be able to complete necessary training to carry out the role of a Designated Person (administering medication). • Able to use own initiative, make decisions in a collaborative and effective manner. 	<ul style="list-style-type: none"> • Experience of driving a mini-bus • Able to use communication devices and mobility aids
Personality	<ul style="list-style-type: none"> • Sensitive and empathetic to the needs of the residents • Able to demonstrate a positive attitude towards disability, equality and diversity • Positive approach to cross team working • Flexible 	

Motivation	<ul style="list-style-type: none"> • Self motivated and able to work on own initiative • Able to accept direction within a supervision system. • Motivated to support the needs and aspirations of adults with disabilities 	
Personal circumstances	<ul style="list-style-type: none"> • Minimum age 18 • Able to work unsocial hours 	<ul style="list-style-type: none"> • Full Driving licence with D1 category • Willingness to undergo training to drive National Star mini-buses. • Able to travel between National Star sites as required
Other	<ul style="list-style-type: none"> • Support the ethos of the organisation and be fit to work with vulnerable adults & children 	