

JOB DESCRIPTION

Senior Facilitator

ORGANISATION RESPONSIBILITIES:

Reports to: [OBJ] Residential Service Manager
Residential Service Deputy Manger
Lead Nurse (where applicable)

Supervises: [OBJ] Facilitators
Ancillary staff

MAIN PURPOSE OF JOB:

To support the Residential Service Manager in the successful running of the residence by ensuring that the highest standards of care are provided to the students and residents, as well as ensuring the optimum health and well-being of students and residents at all times

This role will be to supervise and lead staff in encouraging the students/resident's personal development through formal and informal sessions and work in partnership with the The Learning Programmes team to ensure an integrated approach to individual learning.

PRIMARY TASKS:

- To ensure your individual team is adequately staffed and operating efficiently and effectively, considering student/resident requirements whilst adhering to budgeted targets.
- Leading by example, ensuring that exacting standards of individualised care is provided for all according to their requirements, to ensure that each person can improve their education and independence and achieve their full potential in the time they are at National Star
- To administer medication and carry out associated duties in line with policy and procedure when you have been appropriately trained to do so.
- Liaise effectively with parents/carers/others and to ensure that where appropriate residential facilitators liaise with parents and other professionals.
- Give and receive formal support and development on a rota basis

- Ensure that all documentation and individual records are accurate and are presented and maintained to an acceptable standard in line with policy and procedure.
- Liaise effectively with all team members and report significant events to relevant team workers.
- Help the students/residents become actively involved in the community and encourage community involvement in the residence on a social basis.
- Promote and adhere to the organisation's health and safety policy and any other associated policies, procedures, and guidelines.
- Undertake regular training, updates and professional development, and professional qualifications as appropriate.
- Work flexibly between National Star sites as required.
- 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.
- To undertake such other duties as may from time to time be determined by the Residential Manager, Head of Health Care & Support and Director of Services.

HOURS OF WORK

Hours of work are based on student/resident requirement on a rota basis, including early and late including working alternate weekends.

SAFEGUARDING

National Star 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 – Senior Facilitator

ATTRIBUTES	ESSENTIAL	DESIRABLE
Experience	Minimum of 2 years care experience	2 years' experience working with young people or people with disabilities or 2 years' experience in a residential setting Experience of team leading/management Staffing/rota planning
Education/Knowledge	Health and Social Care Diploma level 3.	Diploma level 4 or above in Health & Social Care
Skills	Able to undertake supervision of staff Good planning and organisational skills Problem solving skills Effective communication skills, verbal & written Effective IT skills Proactive Excellent standard of personal care delivery Good decision-making skills Ability to work accurately at pace	Experience and willingness to drive National Star vehicles

Personality	<p>Sensitive and empathetic to the needs of the client group</p> <p>Willing to work as part of a team</p> <p>Positive attitude to cross team working</p> <p>Able to work flexibly</p> <p>Able to demonstrate a positive attitude towards disability, equality, and health & safety</p>	
Motivation	<p>Able to work on own initiative</p> <p>Able to motivate others</p> <p>Able to lead by example</p> <p>Able to accept and embrace change</p>	<p>Able to engage others to accept and embrace change</p>
Personal circumstances	<p>Able to work on a rota basis including unsocial hours and alternate weekends</p> <p>Able to meet the travel requirements of the role</p> <p>Support the ethos of the organisation and be fit to work with vulnerable adults and students</p>	<p>Full UK driving licence with D1 category</p>