



**SWINDON**  
BOROUGH COUNCIL

## Role Profile – Session Lead, OK4U

<b>Job Title:</b> Session Lead – OK4U	<b>Role Profile Number:</b> SBC_10329
<b>Grade:</b> CFL 5 <b>Salary:</b>	<b>Date Prepared:</b> July 2019
<b>Directorate/Group:</b> OK4U, Regulated Services – Adults	<b>Reporting to:</b> Support Co-Ordinator
<b>Structure Chart attached:</b>	No

### **Job Purpose**

Under the supervision of the Support Co-ordinator, you will be a key member of our Day Service Team. Your role will be underpinned by the values of rights, choice, independence and inclusion for people with a disability. You will be responsible for ensuring the smooth running of a programme of activities and planning your sessions programme in quarterly stages.

As part of this you will supervise a number of support workers to ensure the smooth running and progression of the activities. You will support our Service Users to take part in personal development programmes which may include personal care, leisure activities, travel and pre-vocational training. You will contribute and complete person centered plans for our Service Users.

You will also work closely with partner services to encourage a strong support network around each of our Service Users.

### **Key Accountabilities**

- To plan, organise and run an activity programme based around the needs and likes of our service users
- To supervise a case load of support workers including managing absence, monitoring training and other supervisory duties
- To ensure adequate assistance from colleagues to ensure the smooth running of activities
- To ensure that colleagues can run the programme in your absence
- To support individuals to participate within their local community, should they wish to

- Primarily you will plan, implement and evaluate activities that individuals wish to engage in either on an individual basis or through running groups. You will also support people to access community facilities when required e.g. library, sports halls, and swimming pools
- Support and encourage individuals in all aspects of their social, leisure and educational and employment lives promoting independence, personal autonomy and choice to meet their desired outcome. You will deliver person centered, flexible service
- You will demonstrate through practice your understanding and belief that our service users are individuals and have the same human value and rights as anyone else irrespective of the degrees of disability and dependence. You will be imaginative, resourceful, flexible and willing to try your hand at anything
- To encourage self-advocacy and personal autonomy as far as possible. If this is not possible, to ensure that individuals' wishes are communicated and supported by following Mental Capacity and Best Interest Guidelines
- To enable an individual to participate in community life and promote independence
- To provide personal care if needed in a sensitive and dignified manner
- Maintain records as required, ensuring that these comply with GDPR Legislation
- Ensure paperwork is completed to provide evidence towards our KPI's
- To take part in staff development programmes, assuming responsibility for continuous professional development. To participate in supervisions, team meetings and the appraisal process
- To signpost Service Users and their families or support them to access appropriate partner services
- To adopt and enforce safe working practices including, but not limited to, risk assessment, administration of medications manual handling and infection control
- To complete records that safeguard our Service users including, but not limited to, body maps, accident and incident forms and diary notes
- To develop daily sessions with the choice and wishes of the people who are taking part in them. To make the sessions interesting and fun.
- To ensure that agreed goals and outcomes are monitored, clearly recorded and reports written as required
- To work to all the Swindon Borough Council policies and procedures for example Health & Safety, Infection Control, General Data Protection Regulations, and confidentiality

## **Supplementary Accountabilities**

- To be aware and comply with Health and safety, Manual handling, COSHH, Fire, First aid, and accident/incident policies as set down by Swindon Borough Council
- Complete all mandatory training and induction and to ensure your reportees have also done so
- To be professional at all times and to always maintain and promote a positive image of the service & our Service Users
- To be aware of the risk assessments and ensure their adherence.
- To complete risk assessments for your session and ensure our Service Users' safety
- You will be the lead person within the sessions you take, you will be expected to develop and refresh the activity as and when it is needed. You will provide a programmed activity plan to cover a three month period, seasonally adjusting the session to take advantage of anniversary, events or the weather etc.
- Running a programme of activities based on our Service Users' needs and wishes
- You will plan the three month programme with goals and outcomes. You or colleagues will record our customers' achievements at the end of the sessions and after a three month programme

### **Knowledge & Experience**

*Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:*

- NVQ Level 3 (or equivalent) in Health and Social Care – or be willing to work towards
- Ability to plan, organise and develop an activity
- Knowledge of promoting independence through a multidisciplinary team
- Knowledge of promoting health and wellbeing thorough working with other relevant agencies and services
- Knowledge of day services and employment services
- Knowledge of the issues affecting vulnerable people
- Experience of supporting adults with a disability
- Experience of completing forms and records
- Understanding of Health & Safety, Infection Control and Manual Handling practices
- Knowledge of Anti discriminatory practice

### **Qualifications**

- Level 3 Diploma in Health and Social Care (or willingness to work towards)

### **Decision Making**

- To be able to organise colleagues to support an activity as necessary
- To be able to work using your own initiative
- Ability to make referrals to other services
- Liaising with management on service user issues
- To be responsible for your own and others *health & safety*

**Creativity and Innovation**

- Problem solving
- To be able to manage your own work load and to be able to decide when to pass over information and recommend what further action is required
- The ability to communicate with Service Users using various methods and resources, working flexibly to meet their needs
- The ability to adapt and modify sessions as required to meet the needs of the service users
- The ability to plan and implement interesting and varied sessions to retain the service users’ interest and enable them to develop skills towards their chosen goals and outcomes. These will fit around a timetable, which will run across the centre

<p><b><u>Job Scope</u></b></p> <p><b>Number and types of jobs managed</b></p> <ul style="list-style-type: none"> <li>• 4-5</li> <li>• Support Worker</li> </ul> <p><b>Typical tasks supervised/allocated to others</b></p> <ul style="list-style-type: none"> <li>• Punctuality</li> <li>• Completion of paperwork</li> <li>• Conduct and productivity in sessions</li> </ul>	<p><b>Budget Holder</b></p> <p><b>Responsibility</b></p> <p><b>Asset Responsibility:</b></p>	<p>No</p>
---	--	-----------

**Contacts and Relationships**

*(how the role relates to the work of others i.e. officers, groups, committees, general public, members, partner organisations, internal and external contacts of the council)*

- All our Service Users
- Potential future Service Users
- The general public
- Carers & families, including paid carers

- All colleagues
- Other agencies for example, wheelchair services, health professionals, support providers
- Advocacy services e.g. SAM.

### **Other Key Features of the role**

(working environment / emotional / conditions i.e. regular outside work, unpleasant or hazardous conditions, practical demands such as standing, carrying or working in constrained positions, potential verbal abuse and aggression from people, or risk of injury).

The role is based at OK4U on Upham Road. Some activities are accessed in the community so you may be required to travel with other staff and Service Users to these activities. Some personal care is required and you will receive full training to be able to conduct this.

Other responsibilities include hoisting, PEG feeding and administering medication and training will, again, be provided. Due to some of the disabilities of the people we support, there will be occasions that they display behaviours that challenge. You will have the support of other staff, regular training and comprehensive support plans and risk assessments in place.

OK4U is an exciting, fast-paced and ever-changing environment and you will be required to think-on-your-feet to accommodate any changes or needs of the service. You will regularly be involved in reviews of support both internally and with partner agencies such as CTPLD.