

Job Description

Vocational Team Leader

Job Title:	Vocational Practitioner
Location:	Adults East Services – based at Roxby House
Reports to:	Registered Manager
Job Purpose:	<p>To plan, implement and undertake specific vocational activities (sport) as part of the residential programme. To provide the highest quality of care and support to Service Users in accordance with Company policies, procedures and practices and standards set by the Regulatory Body.</p> <p>Support in the implementation of their individual life skills and key skills programme with particular attention to a sport vocation or activity.</p> <p>To support the People by acting as an internal advocate, involving them in every aspect of their care</p> <p>Ensure that risk assessments are in place, up to date and adhered to in line with Company policies, procedures and practices and the standards set by the Regulatory Body for all activities</p> <p>Work with and manage upset behaviour, enabling the people we support to develop from needing external control to developing self-control.</p> <p>Safeguard all people within the Home and ensure their safety and wellbeing</p>
Hours of Work:	40 hours per week, Mon-Fri on an agreed rota

Key Stakeholders:

Key Internal Contacts:

The staff within the care team
Staff in other departments within the Centre
Staff in other Centres in the Region
Central Office Staff

Key External Contacts:

The people we support relatives, advocates and others Placing Authorities and Service Providers Registration
Regulatory and Inspection bodies Local Services
Statutory, Voluntary and Community, Neighbours.

Key Responsibilities:

- Enabling the people we support to participate in a structured programme of vocational activities in sport and exercise.
- Develop and maintain a programme of vocational activities within sport in a person-centred way.

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- Provide access to a healthy balanced lifestyle by planning meaningful group and one to one activity.
- Manage the activities programme in an effective and proactive manner
- Ensure that all equipment needed is available, in good repair and stored correctly and safely
- Keep your Area clean and tidy and free from hazards and report hazards to the appropriate person in a timely manner

Recording information

- Write accurate and detailed notes on each session taken
- Work on skill progression.
- Write progression reports.
- Record attendance/ none attendance.
- Use AQA award scheme units to gain certificates for each person.
- Write PCP reports for each person who attends sessions when required.

Provide occasional cover within the homes

- Personal care
- Organising and participating in appropriate activities
- Cooking and shopping
- Domestic duties including Laundry
- Transporting people to appointments and activities
- Keep up to date with protocol and procedures for all.

Programmes

- Devise a programme for each person we support, unique to them and covers a 24 hour period
- Review the programmes regularly for the people we support
- Explore opportunities, jobs, work experience, widening horizons and implement into the programme
- Work alongside members of the team to ensure activities and programmes are consistently implemented
- Audit, monitor and report to Registered Manager, Deputy Manager, House Manager and Team Leader of attendance to vocational sessions
- Write, manage and implement Vocational programmes

General

- Keep up to date with training.
- Liaise with other staff to provide a consistent approach to all aspects of the people we support care needs.
- Work positively and effectively with relatives, advocates and others involved with the people we support.

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- Ensure that all equipment and chemicals relevant to the activity are always used and handled correctly, in accordance with manufacturer's instructions and COSHH Regulations
- Ensure awareness that the service operates to agreed budgets and contribute to keeping within these budgets as instructed
- Exercise vigilance in respect of Health and Safety and promptly report all hazards and/or remedying them where appropriate. Undertake all duties in a manner calculated to minimise or avoid unnecessary risks, personally or to others.
- Report issues and/or incidents relating to staff and the people we support that have arisen promptly to the relevant Line Manager or appropriate person
- Always operate in accordance with Company policies and procedures, with particular reference to Safeguarding, Whistleblowing, Complaints and Representations and Behaviour Policies
- Participate in training and take responsibility for personal development
- Participate in team meetings, supervisions and annual reviews in accordance with Company policy and the standards set by the Regulatory Body
- Work to promote the Centre as a valued, professional asset within its community and always conduct themselves in a manner that reinforces this image
- Ensure that all actions are in the interests of the people we support and the Company.
- To work to and exhibit the values of the Company and maintain standards of behaviour in accordance with Company policies, procedures and practices
- To carry out any other reasonable and relevant duties as required

Team Working and Collaboration

- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them

The above serves as a guide and is not exhaustive; all staff are expected to undertake other duties and projects as may be reasonably required by the Registered Manager / Head of Care or Regional Director.

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I have read through the job description and agree to perform the duties as outlined above

Job Holder's signature

Name: _____

Signed: _____

Date: _____

Signed on behalf of the OFG Group

Name: _____

Title: _____

Signed: _____

Date: _____

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Experience	Essential	Desirable
<ul style="list-style-type: none"> Experience of and/or qualification in the specialist area 	✓	
<ul style="list-style-type: none"> Experience of work with autism and/or behaviours that may upset 	✓	
<ul style="list-style-type: none"> Experience of work within a residential setting 	✓	
Skills, Knowledge and Aptitude		
<ul style="list-style-type: none"> Ability to carry out, monitor and update risk assessments in the specialist area 	✓	
<ul style="list-style-type: none"> Ability to take lead on specialist vocational area 	✓	
<ul style="list-style-type: none"> Ability to work independently and as part of a team 	✓	
<ul style="list-style-type: none"> Effective communication skills, verbal and written 	✓	
<ul style="list-style-type: none"> Ability to record information accurately 	✓	
<ul style="list-style-type: none"> Good organisational skills 	✓	
<ul style="list-style-type: none"> Commitment to working positively with families and others 	✓	
<ul style="list-style-type: none"> Ability to deal with complex and behaviours that upset 	✓	
<ul style="list-style-type: none"> A genuine regard and respect for the people we support 	✓	
<ul style="list-style-type: none"> Ability to demonstrate empathy 	✓	
<ul style="list-style-type: none"> Basic IT skills 	✓	
Qualifications and Training		
<ul style="list-style-type: none"> Level 3 or equivalent within the sports and exercise vocation 	✓	
<ul style="list-style-type: none"> Willingness to work towards further qualifications as required 	✓	
<ul style="list-style-type: none"> Undertake relevant group induction training on commencement 	✓	
Other		
<ul style="list-style-type: none"> Commitment to the values of the organisation 	✓	
<ul style="list-style-type: none"> Full driving licence and access to a car 	✓	