



# St MARK'S SOCIAL EDUCATION DAY SERVICE For Autistic People with Learning Disabilities

## JOB DESCRIPTION

## **DAY SERVICE TRAINER**

### **OBJECTIVES**

To supervise, instruct and teach Service Users, providing care for Autistic adults with learning difficulties with a specialist programme to develop their emotional, social, educational, recreational and work potential on the basis of daily attendance. To promote their individual rights. To work at all times with a multi-cultural approach.

### **MAIN DUTIES AND RESPONSIBILITIES**

#### **1. Service's Programme**

- 1.1** To implement a Social Education Programme, the fundamental elements of which are contained in a programme of activities organised in response to each client's individual needs.
- 1.2** To accept particular responsibility for a session group and have a professional interest in the lives of everyone attending the Service.
- 1.3** To teach and encourage intellectual and social awareness in both the Service setting and outside.
- 1.4** Under the supervision of a Senior Day Service Trainer to act as an advocate, co-ordinator and keyworker for a group of clients.

#### **2. Assessment**

- 2.1** To undertake individual assessment of Service Users abilities in the area of social education training, personal hygiene and self-care, leisure activities e.g. swimming and other programmed activities.
- 2.2** To monitor the effectiveness and develop individual programmes and in liaison with the Senior Day Service Trainer to modify the programme if appropriate. In this, to work with parents and other professionals.
- 2.3** To prepare reports, keep records, attend and participate in reviews and case conferences on Service Users and to implement recommendations affecting their programmes, in liaison with the manager.

#### **3. Outside Activities**

- 3.1** In liaison with other staff of the Service to plan and organise outside activities for social education and recreational purposes.

**3.2** To accompany Service Users in activities outside the Service as an escort, which may necessitate staying outside normal working hours.

**4. Holidays**

**4.1** To participate in the organisation of and at times to plan and organise holidays for Service Users.

**4.2** To accompany Service Users, be responsible and supervise at all times and for the full period of the holiday.

**5. Meetings**

**5.1** To attend, participate and keep confidentiality for staff meetings and other meetings as required.

**6. Contacts**

**6.1** To liaise and work closely with staff from other Services, Parents, Care Managers and any other professionals as appropriate.

**7. Supervision and Training**

**7.1** To accommodate and assist in training/supervision of students on placements from other agencies, students on community care courses, psychiatric nursing courses and any volunteers who attend the Service on a regular basis.

**7.2** To attend all training sessions the Service provides.

**8. Other Duties**

**8.1** In case of emergency, to accompany Service Users requiring medical treatment e.g. to hospital which may necessitate staying outside normal working hours.

**8.2** To respond appropriately to epileptic fits.

**8.3** To respond appropriately to difficult and stressful situations e.g. emotional outbursts where the danger of physical injury to Service Users and staff is possible.

**8.4** To assist Service Users requiring help of an intimate nature in matters of personal hygiene.

**8.5** To supervise and assist in the arrival and departure of Service Users travelling to and from the Service, which may necessitate staying outside normal working hours.

**8.6** To undertake any other temporary duties consistent with the basic objectives and/or duties of the post.

**8.7** To exercise responsibilities under the Health and Safety at Work Act as laid down.

**8.8** To act at all times in accordance with the Equal Opportunities Policy.