

IDEAL FOR ALL LTD
JOB DESCRIPTION

POST:	Independent Living Skills Officer
POST REFERENCE:	ILSO0622
SALARY:	£20,600 - £22, 440 per annum (dependent on skills & experience) (FTE) 37 Hours per week
Hours	37 Hours per week (fixed term contract till March 2025, subject to funding and performance)
RESPONSIBLE TO:	Community Engagement Manager or as advised

Job Summary:

This role will be delivered in the community for parents with learning disabilities, through a range of practical and hands on one to one and group sessions. The emphasis will be on early help and prevention, and the sessions will cover a wide range of topics including (but not limited to):

- Home management and safety
- Cooking, eating and nutrition
- Budgeting and financial management
- Awareness and problem solving
- Accessing community support
- Personal hygiene and care
- Managing routines and commitments
- Managing health care
- Bespoke sessions to meet individual needs

Each parent will have a personalised independent living skills plan, which will complement and add value to any generic parenting skills provision they are accessing through Children's Centres.

The Independent Living Skills Officer will work alongside the Advocacy Practitioner and a Marketing & Engagement Officer who are collectively responsible for achieving the outcomes set out for the project.

Key Tasks:

1. Undertaking initial assessment of project participants in order to develop a person-centered independent living skills support plan with tailored goals and outcomes.
2. Assist in supporting the actions within the support plan following the outcome assessment.
3. Delivering tailored and personalised one to one and group independent living skills sessions and training to parents with learning disabilities on both a face to face and online basis.

4. Conducting regular reviews of support including impact assessments of the support being delivered.
5. Proactively work with Sandwell Advocacy and other key stakeholders and referral agencies in the promotion of the project and recruitment of participants.
6. Work collaboratively with project partners to facilitate participant forums and feedback mechanisms.
7. Ensuring all monitoring requirements and relevant policies/procedures relating to Health and Safety, Equality and Diversity, Safeguarding are implemented and adhered to.
8. Providing reassurance, monitoring the wellbeing of and carrying out needs assessments for new and existing Participants.
9. Providing guidance and advice to Participants about other support services/agencies and relevant community facilities or activities that are available and how to access them
10. To evaluate the end delivery of service and inform management of areas of concern/improvement, ensuring service area targets are achieved.

PERSON SPECIFICATION

Re: Independent Living Skills Officer

<u>Factors</u>	<u>Essential</u>	<u>Desirable</u>
Education	Evidence of relevant education and/or qualifications level 2 or above	
Training	<p>Health and Safety Safeguarding Awareness Food Safety Level 2 or working towards Working in group settings Working with vulnerable people</p> <p>Full UK Driving Licence and access to own fully insured vehicle for business use</p>	<p>Adult & Children's Learning Disability training, Basic cooking. Skills training. First Aid at work. Healthy lifestyle/mental health awareness. Budgeting/independent living and welfare rights</p>
Experience	<p>Worked with Adults with Learning Disability Experience of working in a confidential environment</p>	<p>Experience of working in the voluntary sector</p> <p>Experience of working with families and children and vulnerable people</p>
Special Skills/ Knowledge	<p>Person centred focussed, with the needs of the person being supported to be the driving force to deliver positive outcomes. Programme daily work activities against set objectives and Targets of the Service. Be able to demonstrate the ability to communicate effectively both in writing and verbally, with vulnerable clients and stakeholders. Ability to listen, act and inform. Supporting users specific needs in real life settings</p>	<p>Ability to demonstrate working through Change.</p>
Personal	<p>Effective team worker Good eye for detail Ability to deal with confidential issues sensitively Honest and trustworthy A good record of attendance and punctuality to work Prepares and applies sound and persuasive arguments to secure positive outcomes for the client. Understanding customer needs. Ability to work on own initiative and complete self-directed tasks.</p>	<p>Generates innovative ideas and seizes opportunities presented by wider change processes.</p>

<p>Interests and Motivation relevant to the job</p>	<p>A genuine interest in development and equality issues of disabled people.</p> <p>Leading people: Motivating, directing and supporting others</p>	<p>A positive approach to training and personal development of self and others</p>
<p>Commitment</p>	<p>To Equal Opportunities and Health & Safety policies. To being confidential and sensitive to issues of equality and privacy. To providing a professional service. Willingness to undertake training as required Able to travel around the area as required</p>	<p>To self development</p>