



Adult Day Activities Assistant

Job Description

Unit:	Adult and Community Support Service
Job Title:	Adult Day Activities Assistant
Responsible For: (through line management structure)	N/A
Responsible To: (through appraisal process)	Rendezvous Coordinator
Job Purpose:	To be part of a multi-disciplinary team that actively promotes the independence of disabled people.
Special requirements:	For this role you will also be required to undertake an Occupational Health Assessment. You will also have to complete a DBS application and obtain enhanced DBS status.
Job Context:	White Lodge is an independent voluntary organisation working with children and adults with disabilities. All staff must adhere to its agreed aims and objectives.

White Lodge General Employment Policies

- To work within the context of all the organisations policies and procedures.
- To work in a way consistent with the principle of equal opportunities, giving each person using the service practical skills and social status that are valued within their communities, ensuring anti-racist and anti-sexist work practices which help service users value anti-discriminatory attitudes and behaviour.
- To be aware of and sensitive to the impact of class, gender, race and prejudice on attitudes, professional relationships and professional judgement and be willing to intervene.
- To maintain confidentiality at all times and to ensure respect for, proper observance of and adhere to the organisation's confidentiality policy for all staff.
- To ensure all relevant aspects of Health and Safety requirements are known and adhered to, ensuring the health and safety of staff and volunteers at all times.
- To undertake any other duties which are consistent with the post.
- This job description is subject to periodic review and it is expected the post holder will contribute to the active development of the role as the needs of the organisation alter and to be available and willing to undertake training as appropriate.



Adult Day Activities Assistant: Accountabilities and Tasks

Main Duties:

1. To work with people attending Rendezvous within both Adult Day Activities and Pulse (18-25 transition service) to plan an individual programme of activities, which reflects their personal goals, and support them towards achieving realistic outcomes.
2. To be knowledgeable and up to date with all activities / sessions running, giving people attending Rendezvous advice and guidance on the suitability of all programmes to enable them to reach their desired outcomes.
3. To work under the guidance of the Rendezvous Coordinator in facilitating specific activity programmes e.g. cookery, music, and memory skills, either in groups or individually, enabling people to participate as independently as possible.
4. To support individual learning and enable people to access programmes under the guidance of the Rendezvous Coordinator.
5. To work with people in the wider community to broaden social, leisure and educational interests encouraging people to take an active part in their local community.
6. To work as part of a multi-disciplinary team supporting therapy staff to encourage members to encompass therapy into their everyday lives.
7. Support volunteers and assist in their training and development.
8. To carry out daily recording of each individual's activity programme for monitoring purposes.

ACSS Core Duties:

9. All members of ADA staff team have a duty of care to meet the personal care requirements of people accessing the service. Ensuring they are physically comfortable, assisting with mealtimes if requested and being observant and maintaining the dignity of members at all times. Some personal care will require the use of equipment to help transfer people from their wheelchairs.
10. To work as a nominated Key worker to people attending Rendezvous.
11. To represent the Adult Day Activity Service at external meetings.
12. Attendance at monthly team meetings.
13. To attend mandatory training and training for personal development.
14. Assisting people attending Rendezvous with transportation to attend external activities.
15. To work within the building and the wider community.
16. Keep detailed records, contribute to written reports, arrange assessments when needed and attend annual reviews.



Adult Day Activities Assistant: Personal Requirements for the Role

Qualifications Required for the Role

1. Recognised professional qualification – NVQ Level 2 in Health and Social Care or equivalent would be desirable (or willingness to undertake NVQ 2).

Experience / Knowledge Required for the Role

1. One years' experience working with disabled adults/young people or children desirable but not essential.

Skills/Abilities Required for the Role

1. Good communication and written skills
2. An ability to work as part of a team and exchange skills and ideas for the benefit of the service.
3. Prioritise workload
4. Responds positively to change
5. Good listener
6. An ability to remain calm in a crisis
7. Can accept responsibility
8. General IT skills and knowledge
9. To work under own initiative
10. Flexible approach with time and tasks

Other Requirements

1. A full driving licence with D1 entitlement is desirable