



Short Breaks Manager: Christine Fishley
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www.queensmillschool.com
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Job Description

MAIN RESPONSIBILITIES

Care :

- 1 . Assist the Managers in the implementation of the philosophies and policies of the organisation.
2. Assist the Managers in ensuring that each service user has their needs met through effective assessment and care planning. Review and monitor care plans/ contribute to review reports as directed
3. Support and participate in Service User's social, life-long learning plans and recreational activities in line with care plans, trips out and holidays.
4. Act as a Key worker to specified individual Service User, taking on responsibility for specified areas of care and support. This includes ensuring all medical needs are met and supporting the Service User to advocate his/her own needs and wishes.
5. Facilitate and support Service Users in decision making. Promote choice and involvement. Utilise service users own Communication method, i.e PECS
6. Ensure all team members work in a way that demonstrates an understanding and commitment to the rights of people with learning disabilities.
7. Consistently apply non-aversive strategies developed in response to challenging behaviours, and contribute to the review and development of any such strategies.
8. Encourage and enable Service Users to maintain acceptable levels of personal and environmental hygiene.
9. Liaise with other agencies/professionals as necessary in conjunction with Managers.
10. Record information about Service Users and ensure communication with Team members.
11. Once trained , administer medication in accordance with Company policies and procedures, and ensure that medical emergencies are dealt with appropriately. Adhere to the Company's medication policy at all times.
12. Ensure that Service Users' personal property and clothing is maintained to a high standard and report any requirements to the Managers.
13. Promote good practice in the team in accordance with ordinary life principles, and in line with all Company policies and procedures.
14. Practice maximum integrity in all dealings with Service Users' personal and financial affairs, and avoid abuse of the privileged relationship that exists with Service Users.

Communication:

15. Participate in Staff and Service User meetings as and when required. Maintain appropriate records as directed

Human Resources (HR):

16. Ensure all staff are available to carry out their duties in the absence of the Managers, ensuring that all required tasks are completed. Relay any absences through to the on call/ Manager.

Training and Development:

17. Assist the Managers with the induction of new Staff Members and the provision of in-house training, as delegated to do so.

18. Maintain professional knowledge and competence.

19. Attend mandatory training days/courses, on or off site, as and when required.

20. Attend all Supervisions, Team Meetings, Key worker meetings and specialist individual young person training sessions as required .

21. Undertake and complete all on line training courses allocated within a timely manner.

Health & Safety:

22. Report immediately to the Managers, any illness of an infectious nature or accident incurred by a Service User, colleague, self or another.

23. Understand, and ensure the implementation of, the Q House Health and Safety policy, and Emergency and Fire procedures. Follow and undertake risk assessments

24. Report to the Managers and the maintenance team, any faulty appliances, damaged furniture, equipment or any potential hazard.

25. Promote safe working practice within the Q House organisation.

General:

26. Assist in maintaining financial records in line with Company policies and procedures.

27. Assist the Managers in reviews of service delivery standards, and in developing best policy and practice that meets Service User's needs. Undertake monthly quality audit on specific services as required.

28. Carry out administrative tasks as and when required.

29. Make Visitors feel welcome. Provide refreshments/assistance as and when required.

30. Promote and ensure the good reputation of the Q House organisation .

31. Ensure that all information of confidential nature gained in the course of duty is not divulged to third parties as stated in the confidentiality policy and Data protection policy.

32. Notify the Managers as soon as possible of your inability to report for duty. Undertake additional duties as directed

33. Ensure the security of the Q House organisation is maintained at all times.

