

# Life Skills Coach - Job Description/Person Specification

Work / life experience of a similar setting with vulnerable adults or children, with a minimum qualification of the care certificate and/ or Level 2 Health & Social Care (NVQ) Diploma.

### Hours

Shifts will be a rolling rota, flexibility is essential due to being a 24/7 support service- shifts entail early shifts (from 7 a.m.), late shifts (till 10 p.m.).

Staff will be expected to lone work from 10 p.m. till 7 a.m. on a sleepover shift, risk assessments are in place.

### Rates of Pay

* Dependent on experience – from £9.75 per hour.
* Sleepover duties if required will be at the rate of £45.00

### Holidays

* Twenty-five days per annum plus eight days public holidays. An increase of 3 days per annum will be allocated upon three years of continuous service (for part timers this is be calculated pro rata).

### Location

* Your normal place of work will be at a designated Supported Living Home however, you will be required to travel locally and within reasonable distances with trainees to enable them to fully practice and utilise their skills in real situations and locations.
* Outreach support may be required to cover holiday and sickness within the North West Kent area (Dartford, Gravesham and Swanley).

# Line Management

* Line managed by the House Manager or their designate.

## Purpose of the Role

Life Skills Coaches are employed by KASBAH to support the training of people with learning and/or physical disabilities. The role requires the post holders to provide varying degrees of support, assistance, training and practice to trainees, depending on their individual needs and contribute to the effective and safe delivery of high quality professional services and facilities. The role requires staff to actively use the skills, knowledge and training that KASBAH invest in them.

This includes personal care tasks (KASBAH is a CQC registered provider) in line with KASBAH's ethos of promoting independence.

To promote effective participation and enhance specific learning for the individual to achieve their full potential.

Responsibilities and Supervision:

Life Skill Coaches are responsible for the trainees on site in regards to supervision (especially in the kitchen), training activities, general support and communication when trainees are off-site. In addition to allocated key worker duties.

* Life Skill Coaches will take responsibility for supervising trainees and ensuring the training and services provided are of the highest standards and quality.
* To devise and implement Individual Support Plans, Individual Learning Plans/Goals and Weekly Planners for those you key work.
* Areas in need of constant supervision are tasks in the kitchen and any trainee who is under assessment e.g. the initial two-week assessment.
* To co-ordinate, facilitate, implement and deliver identified training, support and assistance to trainees, which will enable them to live as independently as individual circumstances permit.
* To contribute and promote positive activities within the home and community settings, to support learning, participation and social inclusion.
* To identify the training and support needs to overcome barriers to progression.
* Each Life Skills Coach will key work up to two trainees, this will reviewed regularly by the House Senior/ Coordinator/Manager, key worker interviews must take place weekly.
* To ensure all training and practice is carried out with due regard to safety of all trainees, staff and members of the public.
* All staff have a personal responsibility in regard to Health and Safety, any potential issues/hazards must be reported to the nominated Health and Safety Officer.
* To ensure trainees are offered support, assistance and encouragement in their efforts to achieve independence.
* Ensure this service provision is person centred and that all trainees make informed choices by being aware of the options and associated risks.
* Ensure any items purchased for the service are authorised and receipts are gained.
* To promote community presence and support trainee’s to engage in social activities at the weekend during the day and evening.
* Life Skills Coaches will take an active role in training and mentoring new staff and volunteers.
* To co-ordinate the move in and move out of trainees; this may involve arranging furniture removal and hands on support.
* To provide support in the training of aspects of personal hygiene for example hair washing.
* To contribute to the upkeep of the property including basic DIY and gardening within your skill set.
* To support social functions and encourage a full and active social life in addition to the day-to-day support.
* You will be required to handle and account for the individual’s money in

accordance with KASBAH’s procedures.

* You will be required to check and sign medication administration and ensure

the trainee is supported to take their meds as per the prescribed instructions.

#### Communication

* Contribute to regular assessments; report on trainees’ progress, update and amend learning plans, daily logs and maintenance of trainees training records and other documentation.
* You will be expected to complete Incident Reports, ABC Charts, Risk Assessments and daily logs. Training will be provided for this.
* All staff are to produce and review a Communication Passport (template available from the House Coordinator).
* Provide a monthly report to the Chief Executive Officer (applies to all full time staff).
* Liaise with other support workers, care managers, family and the House Coordinators concerning trainee’s needs, problems or actions.
* Organise and facilitate regular reviews with key worker trainees.
* Contribute to statistical information, monitoring and records as required.
* To present a positive attitude to all trainees, members of the public and partner agencies. To lead by example with regard to manners, social etiquette and healthy living.
* Act as advocate on behalf of the trainees as necessary.
* Emotional self-management in times of stress and unpredictable service users.
* You will have access to confidential information about the service users. You will be expected to maintain confidentiality at all times and will only exchange information on a need to know basis.
* To help the individual keep in touch with family and friends.

Service Delivery

* To contribute to the effective and efficient running of any KASBAH site, its facilities and services.
* To contribute to the on-going development of KASBAH as a whole by attending staff meetings, contributing to consultation processes and highlighted areas for development and/or improvement to the House Coordinator.
* Adhere to/keep up to date with KASBAH policies and procedures.
* To accompany trainees and staff on field training and visits as required including leisure activities such as swimming, attending the gym etc. Support consists of 1-1 and group support.
* To provide out-reach and support in the community where appropriate to the service’s aims and objectives.
* To ensure all trainees and visitors adhere to Maddison House policies, procedures and rules.

#### Other Duties

* All employees with a driving licence will be required to undertake driving duties. License checks will be carried out annually.
* Personal Vehicle Business use must be in place (with the original certificate shown to the office), if staff wish to claim petrol expenses. Any additional cost of the Business Use can be reimbursed by KASBAH (up to £50).
* Any other occasional duties as reasonably requested by the line manager.

#### Other Duties

* All employees with a driving licence will be required to undertake driving duties –Business Use must be in place with personal insurance certificate copied at head office, any additional cost to be reimbursed by KASBAH (up to £50) evidenced by a receipt. License checks will be carried out annually.
* Any other occasional duties as reasonably requested by the line manager.

**Rights & Responsibilities of each individual associated with KASBAH:**

**Responsibilities of KASBAH**

* To ensure staff (and volunteers) are aware of the Care Act 2014, KASBAH’s Safeguarding Policy(and updated versions) and are adequately trained
  + - To notify the appropriate agencies if abuse is identified or suspected
    - To support and where possible secure the safety of individuals and ensure that all referrals to services have full information in relation to identified risk and vulnerability
    - To DBS check (at enhanced level/check Barring List) volunteers and employees that have access to or work with vulnerable adults

**Responsibilities of KASBAH employees and volunteers**

* + - To be familiar with the Care Act 2014 and KASBAH’s Adults Safeguarding policy and procedures
    - To take appropriate action in line with the policies of KASBAH
    - To declare any existing or subsequent convictions. Failure to do so will be regarded as gross misconduct, possible resulting in dismissal

As set in the KASBAH Contracts of Employment/Employee Handbook, staff are required to sign in and out of site on each activity and or shift.

**By signing this job description, I hereby acknowledge that the KASBAH Safeguarding Policy has been provided to me in either hard or soft copy.**

**I fully** understand **my responsibilities toward that of Health & Social Care, service user safeguarding and duty of care:**

**Name in print:………………………………………………. Date:…………………………….**

**Signed:………………………………………………………..**

**Person Specification:**

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| --- | --- |
| Knowledge and Understanding of: | Essential/Desirable |
| * General Understanding of Disability | E |
| * An understanding of, or the desire to learn about the needs and rights of people with these conditions | E |
|  | |
| Skills and Attributes: | |
| * Excellent clear communication skills   Key skill - Communication is vital in this role – you will be asked to demonstrate how you would communicate with a service user when they ‘shut down’ and will not speak as they do not have a clear understanding of what you are asking (this may be due to the terminology used, hearing impediment etc)? | E |
| * Effective Listening skills | E |
| * Report Writing Skills including risk assessments and incident reports – in line with KASBAH supported living requirements  (LSC) | E |
| * Good IT skills | E |
| * An understanding of and commitment and flexibility in this role | E |
| * Effective time management skills | E |

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| **Personality Traits and Manner:** | |
| * Patient, supportive and show empathy | E |
| * Flexible and Adaptable | E |
| * Self motivated and enthusiastic | E |
| * Team player | E |
| * Able to act as advocate to trainees | E |
| * Always use Initiative and innovative | D |
| * Ability to remain calm in stressful situations | E |
| * Full UK Driving Licence/Car Owner | D |

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| **Supervisory:** | |
| * Ability to use Initiative and Work Unsupervised | E |
| * Professional and courteous | E |