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**Senior Life Skills Coach with PBS**

# Job Description & Person Specification

### Hours

This role will be 35 hours per week (or if part time as agreed in contract of employment) excluding half an hour per shift for a meal break. Shifts will be a rolling rota, flexibility is essential as weekly evening and alternate weekend work will be required outside of normal shifts.

Staff will be expected to lone work from 9 p.m. on a sleepover shift with risk assessments in place.

### Rates of Pay

* Dependent on experience
* Sleepover duties if required will be at the rate of £45.00 per night between the hours of 10.00 pm and 7.00am

### Holidays

* Twenty-one days per annum plus eight days public holidays, part time pro rata.
* Twenty-five days per annum after five year's service

### Location

* 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.
* Other site 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/ Coordinator or their designate.

## Purpose of the Role

The Senior Life Skills Coach is employed by KASBAH to support the House Manager or Coordinator in the daily co-ordination of the service in addition to hands-on 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 staff and trainees, depending on their individual needs and contribute to the effective and safe delivery of high quality professional services and facilities. This includes personal care tasks (KASBAH is a CQC registered provider) in line with KASBAH's ethos of promoting independence. Senior’s are to oversee and ensure that the Positive Behaviour Support Coaches are undertaking good practices at all times, offering a consistent approach as a team.

Additional depth of support needed in complex sites; the need to use Studio 3 low arousal skills on a daily basis and keep these refreshed, to identify the cause and not the presenting behaviour, a need for timely and detailed record keeping as behaviour can be a daily occurrence, a focus on a planned approach, minimise impact of change, risk assessing needs to be at a more detailed level to include back-up strategies when activities do not go to plan and ultimately these roles are for trained staff members who are actively using the skills and knowledge KASBAH has invested in them

In the Coordinator’s absence, decisions are to be made by the Senior Life Skills Coach (usual day to day management decisions will be made by the site Coordinator).

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

Responsibilities and Supervision:

Senior Duties include:

* Overseeing the day service provision including planning, budgeting and facilitating sessions
* Ensuring key worker duties are fulfilled by specific deadline
* Taking responsibility for shift management and problem solving in the absence of the House Manager/ Coordinator
* The compilation of the KASBAH newsletter bi-monthly
* Attending Senior meetings and contributing to the development of the organisation when required by the House Manager/Coordinator
* Tasks that are delegated management responsibilities from the House Manager/ Coordinator
* Annual leave between the Senior and Coordinator must be taken separately
* Participation and coordination of play scheme in the Coordinators absence
* Participation on the site on-call rota

All 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.
* 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 ideas, time and experiences into the diversity and variety of the individual training programmes.
* Each Life Skills Coach will key work up to two trainees, this will reviewed regularly by the House Manager/ Coordinator
* 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 (at Shortbread House, Gingerbread House/Rochester Road this task may be on-going and hands-on).
* 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.

#### 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.
* All staff are to produce and review a Communication Passport (template available from the House Manager/ Coordinator).
* Provide a monthly report to the Chief Officer (applies to all full time staff).
* Liaise with other support workers, care managers, family and the House Manager/ Coordinator 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.

Service Delivery

* To contribute to the effective and efficient running of the site, its facilities and services.
* To contribute to the on-going development of the site and KASBAH as a whole by attending staff meetings, contributing to consultation processes and highlighted areas for development and/or improvement to the House Manager/ Coordinator.
* Adhere to 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 KASBAH policies, procedures and rules.

#### Other Duties

* All employees with a driving licence will be required to undertake driving duties –business use must be in place, any additional cost up to £50.00 to be reimbursed by KASBAH.
* 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, Adults 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 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, 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 Adults 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:………………………………………………………..**

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**Senior Positive Behaviour Support Coach Person Specification**

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| Knowledge and Understanding of: | Essential/Desirable |
| * General Understanding of Disability
 | E |
| * Extensive knowledge of PBS
 | D |
| * Working with adults with a Learning Disability / Autism / Complex Health Needs.
 | 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
 | E |
| * Good IT skills
 | E |
| * An understanding of and commitment and flexibility in this role
 | E |
| * Effective time management skills
 | E |
| * Knowledge and experience of safeguarding and process for reporting such
 | D |
| * Ability to work in a flexible way to meet the needs of the service.
 | E |
| * Good time management and organisational skills
 | E |
| * Ability to form positive relationships with all Service users, professionals, colleagues
 | E |

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| **Personality Traits and Manner:** |
| * Patient, supportive and empathetic
 | E |
| * Flexible and Adaptable
 | E |
| * Self motivated, Team player and enthusiastic
 | 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/Management** |
| * Ability to use Initiative and work unsupervised/ensure tasks are completed fully to the end
 | E |
| * Professional and courteous
 | E |
| * Able to manage a team and resolve staff conflict
 | D |
| * Supervise staff and encourage the best from the team
 | E |
| * Chair staff team meetings
 | D |
| * Commitment to working within the organisation’s values, statement of purpose, policies and practice
 | E |
| * The ability to be a creative problem solver under a crisis situation
 | D |
| * Act up as site manager in their absence (during annual leave and sick leave)
 | E |