

**Thornage Hall**

***Camphill Communities East Anglia***

Thornage Hall aims to provide a meaningful residential and working environment for its adult members, some of whom have special needs. In addition to a range of work opportunities, social, artistic and therapeutic activities are an integral part of life, where everyone participates to the best of their abilities. The community is situated on the edge of Thornage village in 70 acres of grounds set in the attractive North Norfolk Countryside.

Everyone who works within Thornage Hall needs to have a good understanding of working with vulnerable people. All staff are required to have a flexible approach to the working environment. The post holder will need to be CRB checked and training will be given regarding any current regulatory requirements. This post involves supporting service users either individually or in small groups to participate in a variety of activities in Day Services.

Staff within Day Services need to be flexible as the range of day services will change according to need and staff need to respond accordingly. Current day service activities include farm, garden, herbs, art, woodwork, weaving, willow weaving, textiles, cookery, baking.

**Job Description**

**Salary:** Band I: £16,975 – 18,025 per annum (pro rata part time)

**Days:** Tuesdays and Wednesdays

**Job title**: Day Service Assistant

**Responsible to**: Day Services Co-ordinator

**Job purpose**: The key areas of responsibility are:-

To support the tenants to attend external events such as horse riding, tennis, appointments, etc.

To support and mentor service users in developing their skills in the day service provided by Thornage Hall in a variety of Land based and arts and craft activities.

* To provide flexible cover for the Day Service workshop rotas, including one to one support for service users with additional needs.
* To promote meaningful work and support service users to produce products of a high standard for sale.
* To supervise the workshop in the absence of a workshop leader as directed by the Workshop leader

**Supporting service users**

* To support service users in workshops as directed by the Workshop Leader or Day Services Co-ordinatory.
* To support service users both individually and in groups to maximising their potential and develop their skills within day services
* To contribute to service users person centred plans and provide emotional and practical support (including help with personal care) to enable them to participate within Day Services.
* To contribute to the skills development programmes and review of progression for service users in Day Services.
* To be accessible and approachable to service users, to be sensitive to their needs
* To empower service users to be involved in shaping the services and community at Thornage
* To assist and encourage service users to contribute to the running of the community and their way of life within it.
* To encourage service users to maximise their potential and support the achievement of personal goals and aspirations.
* To support service users in their communication/interaction with other people within day services and advocate on their behalf

**Day Service activities**

* To teach and develop skills within the Land based and arts & crafts workshops
* To have input into the design of projects and lead in workshops under the supervision of the Day Services Co-ordinator or workshop leader.
* To provide one to one support for Day Service Users requiring additional support
* To have knowledge of the safe usage of all tools and equipment and to follow Thornage Hall risk assessment procedures.
* To work flexibly across all day service activities to cover staff absence and provide additional support when required in workshops.
* To work as part of the day service team in order to ensure that Thornage offers a range of activities that are responsive to service users choice and needs.
* To assist in the preparation of products from the workshops for sale.
* To direct and support volunteers in their role at Thornage Hall.

**Quality & Compliance**

* To follow all Thornage policies and procedures and ensure that all necessary paperwork relating to the care and progression of service users in the art workshop is up to date.
* To promote a safe working environment by following all health and safety procedures and ensuring all necessary risk assessments and risk management plans are implemented.
* To ensure the protection of all vulnerable adults within the community and follow Thornage safeguarding vulnerable adult policy.
* To work in accordance of any regulatory and/or quality frameworks adopted by Thornage Hall.

**Organisational activities**

* To have a sense of ownership and involvement through a positive contribution to the community at Thornage Hall
* To attend meetings and training both internally and externally as requested.
* To empower service users to be involved in shaping the services and community at Thornage
* To work constructively across the community to ensure a seamless service for tenants and service users across the organisation.
* To provide written reports as requested
* To undertake all other duties as may be required that are commensurate with the job

**Person Specification**

**Essential**

* Experience of one or more of the activity areas of Thornage Day Service workshops and/or experience/qualification in teaching or social care.
* Proactive, self managing and self motivated.
* Positive attitude and flexible approach to work
* Sensitivity to the ethos of a Camphill Community
* Ability to work with adults with learning difficulties.

**Desirable**

* Experience of working with people with vulnerable adults.
* Teaching/training skills
* Experience/qualification in social care

Signed: …………………………………………………………………………….

Dated: ……………………………………………………………………………..