



LIFESKILLS ASSISTANT JOB DESCRIPTION

Job Title: Life Skills Assistant

Responsible to: Life Skills Manager

Pay Scale: £8.00-£10.00ph (Depending on experience)

Job Purpose

To support the delivery of Life skills and care to the young people when at Trinity Life skills service in a proactive manner that promotes social and independence skills, and enables them to reach their full potential.

Education Delivery

- Support young person's independence in life skills group settings, and smaller group sessions as appropriate
- Deliver individualised 1-1 life skills sessions.
- Differentiate sessions according to young person's need and ability.
- Support young person to achieve individual outcomes and targets.
- Ensure resources are planned and ready to use in support of the young person during the sessions.
- Update and contribute to individual plans and data base records.
- Contribute to the assessment of the young person.
- Ensure the development of skills and specialism in a vocational or life skills area.
- Facilitate person centred plans and provide access to relevant young person services.
- Contribute to the Transition Planning process.
- Identify and contribute to the development of resources that aid learning.
- Actively engage with the delivery of enrichment and community activities

Care and Welfare

- Safeguard young people by being vigilant and by following the appropriate procedures.
- Support the emotional wellbeing of young person.
- Support the individual needs of the young people with intimate and personal care.

- Communicate with the young people using their identified methods of communication.
- Manage the behaviour of the young people, contributing to individual behaviour support strategies, ensuring any behavioural incidents are recorded.
- Maintain care plans and behaviour records.
- Contribute to risk assessments in a way that is risk sensitive and not averse, ensuring that any residual risk to young person is effectively managed and minimised whilst ensuring appropriate opportunities are made accessible to young person.
- Liaise with parents, carers and professionals where required.

General

- Familiarise yourself with and follow all life skills service policies and procedures.
- Ensure that you are aware of your responsibilities in terms of the Health and Safety of the young person, service, colleagues and visitors.
- Maintain professional boundaries whilst ensuring that positive relationships and a good rapport are built up with all young people, colleagues, visitors and other stake holders.
- A professional approach to your work is required at all times, ensuring positive role modelling to both young people and colleagues.
- Monitor your performance and the quality of your own work in relation to outcomes for the young person.
- Attend staff training as and when required.
- Attend and contribute to staff meetings.
- Take a proactive stance in ensuring the best interests of the young person, and the service are maintained at all times.
- Carry out any other duties commensurate with this role when asked to do so.

In consultation with you this job description is liable to variation by College managers to reflect or anticipate changes in the College's requirements.