

**JOB DESCRIPTION**

**Job Title:** Adult sessional worker

**Rate per hour:** £9

**Responsible to:** Session Co-ordinator

**Accountable to:** Adult Services Manager

Sutton Mencap provides group based play and leisure services for children and adults with learning disabilities.

**Main Purpose of the Job:**

To provide a safe, stimulating and enjoyable environment for adults with learning disabilities.

**Duties**

# Working with adults

* To provide 1:1 support for individuals where necessary
* To support every aspect of the adult’s needs including behaviour.
* To provide a warm and friendly environment, that will meet the overall need of the adults.
* To provide and carry out personal care needs for individuals while respecting their rights and dignity at all times.
* Encourage positive self-esteem for all adults and ensuring equal opportunities are effectively implemented at all times.
* Encourage individuals to participate in group activities to develop social skills.
* Support adults to offsite community visits/activities
* Ensure knowledge of each adult by reading their personal profile prior to working with each individual.
* Awareness of parent/carers needs and communicate appropriately.

# Resources

* At the start of the session provide adults with planned activities as directed by the session co-ordinator.
* Ensure that adults access the resources safely.
* Ensure that all resources are returned to the appropriate storage area at the end of each session.
* Encourage adults to use various resources and experience a range of activities and opportunities.

**Polices and Regulations**

* Ensure a familiarisation with all policies and regulations including safeguarding, fire, equal opportunities and health and safety.
* To attend mandatory training and staff meetings/supervision when required.
* To work in accordance to Sutton Mencap’s policy and procedure requirements.
* To undertake other duties and responsibilities appropriate to the adult sessional post that may reasonably be required from time to time.

**Confidentiality**

Confidentiality must be maintained at all times.

The nature of the adults we work with involves entrusting staff with confidential information about adults with disabilities and their families. Any breach of confidentiality will constitute gross misconduct.

*Sutton Mencap is committed to safeguarding and promoting the welfare of children and young people. Our recruitment procedures are designed to ensure all employees and volunteers share in this commitment*