**JOB DESCRIPTION**

Title of Post: Workshop Coordinator – Day Service

Purpose of Job: The Workshop Coordinator is to assist the Day Service Leader with the co-ordination of the Day Service and to assume overall control when Workshop Leader is absent.

Responsible to: Care & Support Team

Responsible for: Day Participants & Volunteers

**Major Tasks:**

1.To assist the workshop leader in facilitating the day service, providing a program of meaningful and safe indoor and outdoor activities and work opportunities for participants.

2. To build and maintain a good relationship with family members / guardians for day services participants and ensure that they are kept informed of progress and activities on a regular basis.

3. Contribute to the to the outcome-focused review process, providing reports and attending reviews. This will include liaising with outside agencies such as Social Work to organise the place and date / time of reviews, providing all paperwork necessary for the review and inviting all relevant participants to the review, to include parents / guardians, line manager and social worker.

4. To be responsible in conjunction with the Workshop Leader for the Safety and welfare of all participating in the day service.

5. To uphold and contribute to the Social- Therapeutic impulse, as part of the Camphill philosophy. To be present and actively participate in the annual festivals.

6. To assist with all paperwork being kept up to date for participants such as Support Plans, PEEPS, Risk Assessments, Behaviour Support Plans and ABC charts.

**Activities:**

**1 Safety, Welfare and Quality of work.**

1.1 To assist the Workshop Leader in ensuring that all staff uphold the dignity of residents in the day service, so that all are able to play an active part in the workshop.

1.2 To work in accordance with the national social care standards, national legislation and organisational policies.

1.3 Ensuring that day participants are encouraged and enabled to express their opinions and wishes.

1.4 Contribute to the development and implementation of the individual outcome focused support plans and risk assessments.

1.5 To be be responsible for ensuring that any accidents and incidents that take place in the day service are recorded on the appropriate forms and reported to the Care & Support office in a timely way.

**2 Support and Supervision**

2.1 Participate in the formal Support and Supervision Process with Line Manager

2.2 Meet with Line Manager for Annual Appraisal.

**3 Co-ordination of Working Environment.**

3.1 In the absence of the workshop leader ensure that there is sufficient cover in the Day Service to meet the Staffing standards agreed by the Care Inspectorate, letting Care & Support Management know if there are any difficulties in maintaining staffing levels and asking for their support should this be required.

3.2 Ensuring the procedures agreed for compliance with health and safety legislation are known and adhered to. Notifying the Workshop Leader and / or Care & Support Management should they become aware of anything that may contravene the policies / procedures.

3.3 Maintaining Fire safety procedures as required by law.

3.4 Operating efficiently and effectively the policies and procedures which have been agreed by the Community, particularly in relation to support plans, reviews and record keeping.

**4. Training and development**

4.1 Through regular support and supervision discuss and identify any training that may help with their own development

4.2 Undertaking training as required