

Job description and person specification

- Job title: Skills Development Facilitator
- Reports to:
- Accountable to: Home Manager
- Location:

Main purpose and scope of the job

Skills Development Facilitator plays a central role in delivering purposeful activities that stimulate service users and improve their wellbeing.

To have an integral role in the support and delivery of the therapeutic programme within Exemplar Health Care. The post holder will be personally committed to the use of planned, graded and purposeful activity and with support and supervision will adapt activities for their therapeutic potential, to best match service users' needs. They will introduce and maintain opportunities for service users to increase participation in activities that can contribute to their recovery, maintain skills and functioning and enhance their quality of life. The post holder will function as part of an integrated team with nursing and care staff and provide support in direct care delivery where required to enable a therapeutic and supportive culture to flourish within a high functioning team environment.

A personal commitment to purposeful activity will be evident. Where practicable, the Skills Development Facilitator will seek opportunities to deliver interventions in the most socially and culturally appropriate venues, in ordinary settings, to promote service-user participation in everyday community activities, employment opportunities, citizenship and social and leisure activities.

About Exemplar Health Care

Exemplar Health Care is a leading provider of specialist nursing care for adults living with a range of complex and high acuity needs, arising from neuro-disability, brain injury, spinal injury, stroke, mental ill-health, physical disability, learning disability and/or autism and complex dementia.

Our community-based homes and OneCare services provide person-centred care and rehabilitation that focuses on maximising independence, building everyday living skills and empowering people to live as fulfilled lives as possible.

We support people on their journey from being in hospital or living in a secure setting to community and independent living, as well as offering longer term support for people living with degenerative or life-limiting illnesses.

Exemplar Health Care's mission

Our mission is to make *every day better* for the people we support *and* our colleagues.

Exemplar Health Care's vision

Our vision is that adults living with complex needs can access outstanding specialist care and support, in a community-based home that's close to their family and friends, and that's focused on their personal goals and outcomes.

Exemplar Health Care's values

Our values express what it's like to work at Exemplar Health Care and our colleagues should make these a part of everything that they do. We're looking for people whose personal values match our values of:

- Fun
- Integrity
- Responsive
- Success
- Teamwork

Read more about our values [here](#).

Key responsibilities

- Planning facilitating, and contributing to the provision of a flexible, service user centred programme of therapeutic activities, with some skills, rehabilitation and recovery focus, for individuals and groups of service users
- Delivering specialised rehabilitative, skills-based work, delegated as part of an individual's specific support plan, to enable service users to achieve their goals and aspirations in relation to their optimal performance in self-care, leisure and productivity.
- Championing service users' rights for social inclusion and working with the nursing team to optimise opportunities for this
- Promote physical health through activity and support other team members to expand the opportunities for activities that promote recovery and wellbeing
- Support in the assessment of service users' functioning and performance and their overall health needs using a range of standardised assessment tools
- Keep accurate records and produce summary reports ahead of service user review meetings which include information about participation, engagement and measured outcomes.
- Contribute to maintaining stock, advising on required resources and equipment to carry out the role and including the responsible management of petty cash.
- Contribute to the team's efforts to ensure the environment can be least restrictive, optimally 'normalised' and occupational risk factors mitigated as best as is possible.
- Contribute to professional review meetings to provide feedback regarding outcomes following participation in therapeutic activity programmes

Clinical and Therapeutic

- Work as part of a team providing a range of physical and mental health services to positively promote the maintenance and development of skills through a process of rehabilitation, recovery and social inclusion strategies focussed on the direct needs of service user.
- Implement specific aspects of the treatment and support plan as directed by the nursing team.
- Provide a range of therapeutic activities - graded to reflect service user choice, ability, limitations, stage of recovery, and stage of life - enabling and guiding individuals to achieve their optimal performance and personal goals.

- Work effectively as a member of the team to provide a range of unit or community based activities that develop independence and skills, promote recovery and wellbeing and that encourage service users' participation in 'ordinary' community social and leisure activities
- Provide regular and practical support to service users in developing optimal independence, and maintaining dignity and self-respect. This may include support with tasks for daily living and home management e.g. budgets, cooking, cleaning and self-care.
- Contribute information and observations and provide structured feedback on service users' functioning to inform standardised assessments and outcome measures.
- On behalf of the nursing team, implement and evaluate agreed therapy interventions that support the service user to achieve agreed goals.
- Provide timely written or verbal reports as required regarding service users' performance and progress, in areas of self-care/maintenance, leisure and productivity, and ensure that up-to-date written records are maintained.
- Support and contribute to the completion of risk assessments and contribute to provision of activities and environmental adaptation to mitigate some of these risks
- Support the wider staff team in planning and providing a range of activities that promote recovery, independence, and social inclusion and encourage the wider team to adopt therapeutic approaches in the use of daily activities.
- Be an active networker, building relationships with local organisations that can assist in increasing opportunities for service users to access specialist community supports, non-specialist services, education and employment opportunities, and leisure and social resources.

Conduct and Competency

- Maintain confidentiality and a high professional standard in service user care at all times.
- Follow company policies and procedures and maintain up-to-date skills and knowledge through participation in continuing practice development.
- Respect the individuality, values, cultural and religious diversity of clients ensuring one's own practice is sensitive to these factors, and contributes to the provision of a culturally competent service.
- Be alert to potential ethical dilemmas and sensitive situations, discussing these with colleagues, seeking guidance as necessary, and recognizing limits of own experience knowledge and competence.
- Review and reflect on own practice and performance through effective participation in clinical supervision.
- Keep a record of training and development activities.

Health and safety

As an employee of Exemplar Health Care Health Care, the post holder has a duty under the Health and Safety at Work Act 1974, to: -

- Take reasonable care of the health and safety of themselves and all other persons who may be affected by their acts or omissions at work.
- Co-operate with their employer to ensure compliance with Health and Safety legislation and the Health and Safety policies and procedures of the service, not intentionally or recklessly

interfere with, or misuse, anything provided in the interests of health, safety, or welfare, in pursuance of any of the relevant statutory provisions.

- Recognise the personal right of the service user to positive risk taking in promoting their own recovery, working within identified guidelines.
- Have a general duty to take reasonable care for the health and safety of self and others who may be affected by their acts or omissions at work. All safety rules, regulations and codes of practice relating to the work area should be observed.
- Report all accidents, dangerous occurrences, incidents and hazards in line with company policy.
- Respect confidentiality relating to information gained through employment with the organisation and to ensure information is not disclosed to any unauthorised person/agency.

Safeguarding

Colleagues are required to take responsibility in all areas of work for safeguarding people at risk (both adults and children) from any form of abuse or neglect. When delivering care and support, colleagues are required to comply with the requirements of legislation relating to care in the UK, including the Care Act (2014) and Mental Capacity Act 2005, which incorporates the Deprivation of Liberty Safeguards (DoLS).

To comply with the Exemplar Health Cares' Safeguarding Children and Adults policies, procedures and protocols, all individual colleagues (paid or unpaid) have a duty to safeguard and promote the welfare of children, young people and vulnerable adults.

This will require you to:

- Ensure you are familiar with and comply with local Child Protection Procedures and protocols for promoting and safeguarding the welfare of children and young people.
- Ensure you are familiar and comply with the Local Multi Agency Safeguarding Vulnerable Adults plans and procedures.
- Ensure you are familiar and comply with local protocols and systems for information sharing.
- Know the appropriate contact numbers and required reporting lines.
- Participate in required training and supervision.
- Comply with required professional boundaries and codes of conduct

Data protection

The post holder must at all times respect the confidentiality of information in line with the requirements of the UK Data Protection Act 2018 and the General Data Protection Regulation (GDPR) 2018. This includes, if required to do so, obtain, process and/or use information held on a computer in a fair and lawful way, to hold data only for the specified registered purposes and to use or disclose data only to authorised persons or organisations as instructed.

This job description may be subject to review and appropriate modification. The post holder may be required to undertake other relevant and appropriate duties as reasonably required.

I confirm I have read and understand this Job Description.

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Name of Post holder:

Signature:

Date:

Person specification – Skills Development Facilitator

Qualifications

Qualification	Essential	Desirable	How assessed
Hold a Level 2 or 3 health and social care qualification		Yes	Application, Assessment, interview, certificates
Mentor qualification		Yes	Application, interview, certificates
First aid in the work place		Yes	

Skills and experience

Skills and experience	Essential	Desirable	How assessed
Full UK driving license	Yes		Application, interview, certificates
Demonstrated Continuous Improvement		Yes	Application
Care experience within a repeatable health care provider		Yes	Application, interview, certificates
Excellent interpersonal skills	Yes		Application, interview, certificates
Excellent communication skills verbal and written	Yes		Application, interview, certificates
Experience in arranging activities in a care setting and risk Assessments		Yes	Application, interview,
Time Management	Yes		Application, interview,
Works under own initiative	Yes		Application, interview,
Creative thinking and understanding of person centered approach to organizing activities	Yes		Application, interview, certificates
Experience in or knowledge of complex care		Yes	Application, interview, certificates
Ability to coordinate and		Yes	

organize			
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Attitude and Behaviours

Attitude and Behaviours	Essential	Desirable	How assessed
Demonstrates the Exemplar values	Yes		Application, Interview
Flexible	Yes		Application, Interview
Can-do attitude	Yes		Application, Interview
Calming and confident		Yes	Application, Interview