



### JOB DESCRIPTION

<b>Job Title:</b>	<b>Life Skills Coach</b>
<b>Location:</b>	<b>Martello House [Pembroke Dock]</b>
<b>Working Arrangements:</b>	Hours of work 37.5 per week according to the needs of the clients and the service
<b>Reports to:</b>	<b>Team Leader</b>
<b>Accountable to:</b>	Director of Operations
<b>Conditions of Service:</b>	Shaw healthcare Group terms and conditions apply
<b>Overall Objective:</b>	To contribute to providing a safe, well structured environment in which clients are treated respectfully, decently and holistically. To undertake defined tasks involving direct care, with supervision, to the client group on the Unit.
<b>Qualifications &amp; Training:</b>	Previous experience of supporting clients in the care sector or a locked environment is preferred.
<b>Health &amp; Safety:</b>	All employees have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable Shaw healthcare to meet its own legal duties and to report any hazardous situations or defective equipment

#### **Key Responsibilities:**

- To ensure that you demonstrate Shaw's values in the way that you work on a daily basis and that you make the difference count
- To ensure that you contribute to providing a safe, well structured environment in which clients are treated respectfully, decently and holistically
- To respect the confidences of clients, except where to do so would result in harm to a client, or damage the organization or result in a criminal offence being committed
- To undertake tasks in accordance with the individual care plans of the client. This will be identified by the team leader on duty and in accordance with Shaw's policies and procedures
- To support clients with the transition of moving between or leaving the unit , enabling them to prepare for the change, and to become familiar with the new environment and responding too and

addressing any distress they may experience

- To assist clients with self-care skills including eating, drinking, washing, bathing, using the toilet or managing incontinence, dressing and undressing, mobility and transport, getting up and going to bed.
- To support clients with the transition of moving between or leaving the unit , enabling them to prepare for the change, and to become familiar with the new environment and responding too and addressing any distress they may experience
- To assist clients with self-care skills including eating, drinking, washing, bathing, using the toilet or managing incontinence, dressing and undressing, mobility and transport, getting up and going to bed.
- To act as a key worker for named clients, taking responsibility for the development, implementation, monitoring and review of placement & daily records plans
- To promote, in partnership with the Speech and Language Therapist, the communication skills of clients, adhering to the guidelines
- To promote client participation in, enjoyment and understanding of their religion, culture and first language
- To escort clients on home visits as required, ensuring the safety of clients at all times
- To work as a member of the unit staff team, co-operating fully and communicating openly with all other team members
- To encourage individual clients to take as much responsibility for their own lives as they can reasonably be expected to do
- To note and report any perceived changes in the clients condition to the team leader on duty
- To welcome and ensure the comfort and consideration of clients coming to the unit , as well as their family and friends
- To communicate in ways which facilitate positive outcomes with all
- To maintain the confidentiality of information regarding clients at all times in accordance with Shaw's Confidentiality Policy
- To assist clients in their daily activities as identified in their individual care plans and any activities deemed appropriate for their development
- To attend all Statutory Training Requirements and Personal Development training activities
- To promote a positive image of the service and to ensure that the conduct within and outside the unit does not conflict with the professional expectations of the unit.

- To have a professional attitude and considerable patience and empathy to work effectively with clients
- To assist in providing a fulfilling environment so that clients can strive to develop their full potential but account for their vulnerability and need for support on an individual basis

#### **Health and Safety**

- To be responsible for your own health and safety and that of others working with and around you.
- To promote interests and welfare and maintain goodwill of the Company.

**The above list of duties is not exhaustive and may be modified from time to time in accordance with the development of the service and the employee.**