

LAMPTON COURT

JOB TITLE: Senior Activity Instructor

REPORTS TO: Head Of Treatment / Director

JOB DESCRIPTION

Duties:

- To deliver the policies and procedures of the Company to the service users in accordance with the ethos and Statement of Purpose thereby ensuring quality of care to the service users.
- To coordinate, evaluate and deliver activity programmes designed to provide a process of residential rehabilitation for adults and young adults with a range of substance misuse problems.
- To work with service users (individuals and groups)
- Ensure that planning meetings for each service user individually takes place regularly.
- Advocating and representing the interests of the service users whenever you may be required to provide personal support.
- Ensure that plans to meet service users are agreed and recorded.
- Negotiate necessary and appropriate resources to meet identified needs (including medical) of service users.
- Organise own time and resources to meet identified needs of service users.
- To complete associated paperwork, accreditation certificates and log books, and to keep accurate and complete records.
- Undertake targeted, developmental and non-targeted work in response to service users identified needs and / or requests from the Director to include; planning sessions, creating materials for those sessions as necessary, ensuring that the materials used are adult appropriate. Implementing the sessions, evaluating the sessions in relation to individual needs and progress and as a group activity.
- Reorganise set programmes to accommodate unexpected absences of members or colleagues.
- Assist service users in all aspects of personal care and development activities.
- Ensure that the service users are familiar with and can use the complaints procedure.

- Attend and contribute to team meeting.
- Participate fully in supervision sessions and appraisals and attend training sessions as agreed at supervision or appraisals.
- Support less experienced staff as necessary.
- Keep up to date and share new information with colleagues.
- Liaise with other professionals, ensuring that they are able to participate in identifying needs and planning and participating in programmes as necessary.
- Liaise with other individuals or organisations which may contribute to meeting the needs of the service users.
- To maintain records according to agreed systems, policies and procedures.
- Ensure all equipment is appropriate and properly maintained and stored.
- Ensure all finances are properly accounted for.
- Ensure responsibilities such as fire instruction are up to date.
- Read and implement any existing and new national or local policies, procedures and guidelines seeking advice and clarification where necessary.
- Undertake basic healthcare in accordance with national and local requirements.
- Administer medication.
- Complete any necessary records accurately and legibly, and ensure that they are promptly and appropriately passed on.
- In accordance with the provisions of the Health and Safety at Work Act 1974 take responsible care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work; and cooperate with the organisation so as to enable it to perform or comply with its duties under any statutory health and safety provisions. To be responsible for the Health and Safety of all service users and staff.
- To organise your own time and resources to meet your contractual agreement with the organisation, and the needs of the service users.
- To provide ongoing feedback in both verbal and written report on clients progress to their counsellor/keyworker.
- To provide regular information for monitoring and evaluation purposes.
- Any other duties that may be required by the Company in order to fulfil its professional obligations.

Note: This job description is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may therefore be altered from time to time to reflect the changing need of the organisation.