

GRACE EYRE: JOB DESCRIPTION

POST: Travel Buddy

ACCOUNTABLE TO: GRACE EYRE'S Board of Trustees

REPORTING TO: Team leader for Travel Buddy

JOB SUMMARY: To develop, plan, facilitate and support a range of individual journeys and workshops as part of the Travel Buddy project.

Working with the Team leader for Travel Buddy and the Projects Support Manager to achieve the outcomes as set for the funded project, (Funded until Dec 2022).

MAIN DUTIES AND RESPONSIBILITIES

1. Plan and deliver a range of learning opportunities and support in the community that are person centred and in line with individual service user's needs, person centred support plan and with Grace Eyre's values, policies and practices.
2. Create, maintain, update and review plans for activities ensuring the engagement and development of participants in activities and working flexibly in planning/developing and supporting person centred activities across Grace Eyre services as appropriate
3. Create, maintain, update and review activity risk assessments for activities, and participants ensuring the safety of service users and working flexibly in planning/developing and supporting risk assessing
4. Create, update and complete individual learning plans for all participants being supported in the project
5. Liaise effectively with other services/professional staff and other people to meet the needs of clients
6. Take part in driving duties, as required and in line with Grace Eyre driving policy
7. Use Grace Eyre's IT systems to manage the administrative of the services, and to ensure general administration and record keeping systems are up to date and in line with Grace Eyre's policies and procedures on data protection and record keeping.
8. Work to the expected level of health and safety standards as directed in order to ensure a clean and safe environment for all staff, service users and visitors.
9. Report all accidents, incidents and complaints to the relevant team leader and/or services manager as soon as possible.
10. Work within Grace Eyre's policies and procedures. To contribute to the monitoring, reviewing and development of policies in line with best practice and the needs of the organisation.

11. Keep up to date with developments in the field of learning disabilities, particularly Valuing People and other national initiatives and to ensure that personal practice reflects that knowledge.
12. Participate in meetings and to take on appropriate, specific responsibilities as directed.
13. Share good practice and support relief and assistant staff members.
14. Ensure that Grace Eyre's Equal Opportunity Policies and Procedures are implemented and to challenge prejudice, discrimination and oppression.
15. Report any instances that could be construed as abusive or poor practice.
16. Maintain confidentiality at all times in line with Grace Eyre policies and procedures.
17. Undertake personal care duties and to administer medication in line with Grace Eyre procedures as directed.
18. Assist and support service user's personal care needs as necessary and as laid down in the support care plan.
19. Receive regular formal supervision and undertake training as required.
20. The post holder is authorised to lone work

This job description outlines the main duties and responsibilities of the post holder. The post will include other duties and responsibilities not specified here.