

## **One to One Day Care (Woodwork/Handyman) Job Description**

### **Role –**

- Daily/weekly/monthly planned Health & Safety testing and monitoring.
- Routine general maintenance tasks as required by the venue
- Procuring specialist trades if tasks are beyond means
- Producing and adhering to risk assessments relating to both physical and personal activities
- Maintaining a clean and safe working environment
- Projecting planning and daily recording of tasks
- Provide support and guidance for the service user ensuring their safety and wellbeing at all times
- Understand the service users needs and capabilities and adapt projects and activities to suit mood and physical parameters and keep detailed records to support ongoing care
- Conduct care reviews with care manager, service user, parents and any authority on a regular basis and record and action any care needs

**Responsible to** – General Manager, Operations Manager, Care Managers

**Responsible for** – Solely the named service user from the care plan

**Minimum Hours per Week** – 4 days per week (Monday – Thursday) 10.00am – 3.00pm

- Overtime as requested

**Location-** Hillsborough Arena Middle Wood Road Sheffield S6 4HA

### **Specific Tasks/Jobs:**

- Building management as required by venue and care provider
- Standards delivery and development
- Customer service with all clients and peers
- Securing the building/workroom/station – open and close (lock up)
- Care planning with a flexible approach
- Project planning with a flexible approach
- Risk assessments
- Monitor and secure stock supplies and keep safe
- Keep clean and safe environment to support the individual
- Weekly filing and record keeping of all activities and behaviors
- Regular review meetings

- Weekly H&S checks and recording and following up action points
- Coaching in above checks with the service user
- Staff training & delivering standards through out if required
- Replenishment of all necessary equipment and supplies
- Promoting good health and safety practices
- Promoting the business (web based and internally and locally)
- Assisting with the venues health and safety processes and regular testing and licensing inspections
- Development, delivery and continually adapting staff/client handbooks and training documents
- Staff development and recruitment if needed

Signed ..... (On behalf of the Arena)      Date.....

..... (Employee)      Date.....