

## **JOB DESCRIPTION FOR THE POST OF DAY SERVICE ASSISTANT**

### **Main purpose of the Job:**

Within the guidelines laid down by Management, to support and encourage people who have a disability to participate in meaningful activities, new experiences and opportunities which will meet their individual needs in the most appropriate ways.

### **Key Areas of responsibility**

1. To assist service users with all physical tasks necessary for their comfort
2. To assist service users in making full use of the resources of the centre and of the wider community in accordance with their personal future plans
3. To keep accurate daily records as required
4. With support, liaise with parents and professionals to ensure service users needs are met
5. With support, develop written service user plans, including in an accessible format
6. Attend staff meetings and contribute to the smooth running and development of the organisation
7. To participate in planned supervision/performance and monitoring sessions
8. To attend appropriate in house and/or external training and development sessions / days
9. To comply with Health and Safety policies and procedures
10. To adopt a flexible approach to the hours worked in accordance to the needs of the service user and the organisation
11. To carry out such other duties as the Chief Executive of Pure Innovations Ltd may from time to time require.