

Policy Document No: Per 1.1.1

Vocational Mentor Job Description

Job Title: VOCATIONAL MENTOR
Establishment: Adult Services
Responsible to: Vocational Co-ordinator/ Vocational Services Manager

Brief description of job:

A Vocational Mentor is responsible for supporting the development of all vocational experiences. Working closely with residents you will support them in experiencing a wide range of vocational activities, enabling them to develop skills, self expression, creativity and self esteem. The role is designed to equip the residents with essential life skills, providing them with the opportunity to engage in meaningful activity and promote their independence.

Core Expectations:

- 1 To attend for work reliably and punctually.
- 2 To attend all training as required and take part in a positive manner.
- 3 To know where Hesley Group policies are kept and to be aware of and to follow their contents.
- 4 To remain vigilant and do everything possible to protect residents and others from abuse of a physical, emotional, sexual, neglectful or financial nature. This includes an absolute requirement to report any incident of this nature you witness, hear about or suspect.
- 5 All staff are expected to make sure that all residents and colleagues have equal opportunities, to acknowledge their individual differences and uphold their rights and responsibilities as set out in law and by Hesley Group policies.

Key Result Areas:

- 6 To communicate effectively with residents and provide personal support.
- 7 To plan, structure and deliver activities to meet the needs of the individual resident, in line with Person Centred Plans.
- 8 To facilitate learning and development through experience.
- 9 To use appropriate assessment methods, in line with Group Policy, to monitor and record the progress and development of residents.
- 10 To select and develop resources, ordering and costing appropriate materials and equipment as per the establishment ordering procedure, in liaison with the Vocational Co-ordinator/Vocational Services Manager.
- 11 To plan, practice and assist the development, organisation and review of residents' vocational development in collaboration with the Vocational Co-ordinator/Vocational Services Manager and members of the wider multi-disciplinary team.
- 12 To plan, structure, coordinate and deliver activities to meet the needs of the individual resident(s), in line with Person Centred Plans. This will include off-site, community based activities.
- 13 To establish and maintain effective working relationships with a wide range of staff.

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- 14 To actively participate in arrangements made in accordance with Hesley Group policy, for your own supervision and appraisal. This includes the responsibility to evaluate your own practice and engage in continuous professional development.
- 15 To contribute to the organisational quality assurance systems.
- 16 To have a flexible approach to work, including evenings/weekends as required.
- 17 To undertake, as and when required, any additional tasks and responsibilities as are reasonably compatible with this job description and its objectives.

Communication and working relationships:

- 18 To attend meetings as required and check communication books, notice boards, info net and diaries daily to actively find information. There is an expectation that you will communicate information in a clear, legible, objective and professional manner, in a variety of ways, using the required level of confidentiality. This includes the use of e-mail; and computer based systems.
- 19 To contribute fully to making work teams effective by striving to build positive relationships. You must be willing to give and receive constructive feedback aimed at developing the quality of relationships and performance.

Health & Safety:

- 20 In carrying out the tasks in this job description you have a duty (under Health & Safety legislation) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to understand the hazards in the workplace, to comply with safety rules and procedures and to ensure that nothing you do, or fail to do, puts yourself or others at risk. This includes contributing to a safe and secure environment for residents.

This includes checking that any person entering Hesley Group property has a right to do so and their visit is recorded in accordance with Hesley Group procedures.

The contribution of this role:

Carrying out the tasks on your job description efficiently will ensure the provision of an efficient vocational developmental opportunity for residents. You will, therefore, be making a very important contribution to the achievements of the Group as a whole which will in turn develop our position with the local community and with local authorities who place residents in this and other Group Establishments.

Prepared by HR Department

Date: 22 October 2009

Jobholder Signed Date:

Manager Signed Date: