

JEESAL AKMAN CARE CORPORATION LTD

JOB DESCRIPTION

JOB TITLE:	Session Tutor (Cookery)
DEPT:	Education & Skills Development Team (ESDT)
ESSENTIAL QUALIFICATIONS:	Relevant Vocational Qualification (Achieved or working towards)
ACCOUNTABLE TO:	Director of Clinical Services
REPORTS TO:	Team Manager – Education and Skills Development Team

ROLE SUMMARY:

The post-holder will assist in the provision of a wide range of activities, through cookery sessions, to interest and stimulate the physical and mental well-being of the patients and to improve their quality of life, with a view to maintaining the patients' interest and progression over a period of time.

The post-holder will ensure that all session information is recorded on a daily basis and sessions are well planned and structured. There is a strong emphasis on teamwork for the post-holder who may be required to run alternative sessions from time to time and contribute to organisation of activities outside of the Semester Timetable.

The post-holder must be a role model to Support Workers, patients and other colleagues.

PATTERN OF WORK:	Full time (37.5 hours) Monday to Friday 9am to 5pm with some flexibility
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DUTIES & RESPONSIBILITIES:

1. Clinical

- 1.1 To positively engage patients with a programme of high standard educational/leisure/recreational and therapeutic individual and group activities to aid rehabilitation and improve their quality of life in accordance with each patient's treatment & support plans and tailored to meet their needs.

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- 1.2 To attend and assist at appropriate hospital special social events such as garden parties, dances and concerts etc.
- 1.3 To participate in enhancing the intellectual and social well-being of the patients.
- 1.4 To engage proactively and work alongside patients and, with the Nursing Team, their families/carers/significant others to build positive working alliances.
- 1.5 To encourage and support staff colleagues to participate in ESDT programmes.
- 1.6 To assess individual needs continuously, particularly with regard to rehabilitation and to participate in patient MDT and CPA reviews as appropriate.
- 1.7 To respond sensitively to the needs of patients with due regard for age, culture, race, gender, ethnicity, social class, sexual orientation and disability and optimise working relationships.
- 1.8 To actively engage in reflection on own practice as an on-going process and participate in regular supervision.
- 1.9 To ensure consistent delivery of effective therapeutic programmes providing complete factual, concise and legible written records/reports of activities in order to monitor, record and evaluate individual and group participation and progress and communicate these effectively to others as appropriate.
- 1.10. To ensure that the main principles of care, namely choice, dignity, respect, empowerment, openness, transparency, candour person-centredness and privacy are reflected in all aspects of practice.
- 1.11. To ensure that the principles of Positive Behaviour Support and Person-Centred Care are applied in their practice at all times.
- 1.12 To engage patients in a variety of Cookery sessions, including menu planning and shopping for ingredients as required.
- 1.13 To have awareness of patients' dietary requirements and ensure Cookery sessions meet their needs.
- 1.14 To educate patients about healthy eating.
- 1.15 To attend the Nutritional Steering Group.

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2. Operational

The post-holder will:

- 2.1 Under the supervision and guidance of the Team Manager, plan a wide range of stimulating and skills development activities to interest and stimulate the physical and mental well-being of the patients and to enhance their quality of life.
- 2.2 Identify the needs of the collective patient group and individual patients and tailor the activities to suit them.
- 2.3 Pay particular attention to assisting patients who have limited mobility or physical/ learning difficulties making best use of aids provided.
- 2.4 Encourage engagement with and involvement in the local community.
- 2.5 Assist with external outings with appropriate transport.
- 2.6 Ensure that the health, safety, welfare and security of patients, colleagues and members of the public are maintained at all times; will complete risk assessments on activities, outings and events as necessary and promote safe working practices.
- 2.7 Assist support workers in developing patient activities through role modelling and coaching.
- 2.8 Develop and maintain good working relationships with colleagues, visitors, carers, members of the Multi-Disciplinary Team and senior professional and managerial staff.
- 2.9 Assist with ensuring effective communication and team working within and across the disciplines by utilising communication systems appropriately, attending meetings, and training events as required.
- 2.10 Be risk aware and participate in a process of dynamic risk assessment, including identifying risks to self, colleagues, patients and the service, actively contributing to an effective risk management plan.
- 2.11 Report immediately to the professional in charge any significant incident.
- 2.12 Conform at all times to Jeesal's Policies and Procedures, with particular regard to confidentiality, financial and administrative responsibilities and treat patients, colleagues and visitors with dignity and respect at all times.

3. Financial

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The post-holder will:

- 3.1 Take responsibility for any patient or Jeesal monies signed for, ensuring accurate and timely return of monies and receipts in line with Jeesal's procedures.

4. Administrative/Training

The post-holder will:

- 4.1 Be responsible for attending in-service training sessions and external courses and ensure they are up to date with statutory training requirements.
- 4.2 Participate in meetings/workshops relevant to the clinical programmes' implementation, evaluation and development.
- 4.3 Participate in training in Positive Behaviour Support (PBS) and Person-Centred Care

5. Professional

The post-holder will:

- 5.1 Provide professional input to the services and activities provided to the patients in the Hospital.
- 5.2 Maintain their own professional skills and competencies in line with the requirements of the Jeesal Group and best practice, showing evidence of a commitment to lifelong learning through on-going professional and career development.
- 5.4 Have a clear understanding of good practice.

6. General Points

The post holder:

- 6.1 Will help promote efficient working procedures and practices between all Departments within Jeesal Cawston Park and within other services of the Jeesal Group.
- 6.2 Will commit to a process of appraisal and supervision which is based on support and development.
- 6.3 Will, at all times, treat everyone with dignity and respect, valuing and respecting patients and staff as individuals and being committed to the equality of opportunities for all, embracing diversity.

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- 6.4 Will promote safe working practices and be responsible for themselves and others in relation to managing risk and ensuring health & safety and working within the Policies & Procedures laid down.
- 6.5 Will report to the person in charge any faulty appliances, damaged furniture or equipment or any potential hazard.
- 6.6 Will be responsible for the creation, maintenance and storage of records in accordance with Policy and Procedures and the requirements of the Data Protection Act, and other relevant statutory requirements.
- 6.7 Maintain confidentiality of information in accordance with Policy and Procedures. The post holder may access information only on a need to know basis in the direct discharge of duties and divulge information only in the proper course of their duties.
- 6.8 Conform at all times to the Policies and Procedures of the company.
- 6.9 Will promote and ensure the good reputation of the Jeesal Group.
- 6.10 Will be flexible and adaptable and undertake any other appropriate roles and responsibilities as requested and required.

This Job Description is an outline and account of the main duties required to carry out the post. It will be reviewed periodically and may be subject to amendment to reflect the changing needs of the Organisation.

Job Description Agreed by:

Postholder **Date**

Print Name

Manager **Date**

Print Name