

Havant & District Holiday Venture

Integrated playscheme for children with a physical disability, their sibling or friend,
aged 6 – 18 years

Job Description: Senior Personal Care Playworker

Accountable to: Leader and Deputies

Accountable for: Children aged 6 to 18 and Personal Care Workers

Duties:

- a) Attend HDHV induction training (**compulsory**)
- b) Attend team briefing each morning at 9.15am
- c) Welcome and assist children (venturers)
- d) Help provide the days activities in a safe environment
- e) Talk with and listen to venturer's
- f) Ensure all venturer's are able to take part in activities
- g) Take an interest in what the venture is doing or saying
- h) Praise and encourage venturer's
- i) Ensure venturer's receive cold drinks as and when requested
- j) Assist venturer's with their toileting needs. You must use plastic gloves and aprons.**
- k) Ensure that the Personal Care policy is followed at all times
- l) Take responsibility for The Personal Care Worker Team
- m) Train new staff in the correct procedure of Personal Care
- n) Assign jobs and manage the Personal Care Workers on a daily basis
- o) Be the first point of reference for the Personal Care Workers on a daily basis
- p) Monitor the staff to ensure safe practice
- q) Check the stock each day ensuring sufficient supplies. Inform the Leader of any replacement supplies required
- r) Feedback regularly to the Leaders with any issues regarding Personal Care Workers
- s) Keep confidential any information regarding the venturer's
- t) Follow all HDHV policies and procedures and ensure the other Personal Care Workers do so
- u) Report any incident or accident immediately to Deputy or Leader
- v) Ensure your venturer leaves with their parent/carer at the end of each day
- w) Organise and take changing equipment (mat, gloves, and aprons) to all offsite activities.
- x) Undertake any other duties in line with this post

**Trospacc Childrens Centre, Stockheath Lane, Leigh Park,
Havant PO9 3BD**

Registered Charity Number: 1063454