

Job Description

Post: Life Skills Mentor

Base: Adult LD Services

Job Title:	Life Skills Mentor
Line Manager:	Registered Manager for Service
Salary:	£26,045 - £26,879 pro rata
Job Purpose: A Life Skills Mentor is a compassionate and dedicated professional who works with adults with additional needs to empower them to develop the skills needed for greater independence and a fulfilling life. This role involves providing personalised support, teaching life skills, assisting with personal care where required, and supporting the development of everyday abilities that promote autonomy, dignity, and self-sufficiency.	
Key Responsibilities:	• One-on-One Mentoring: Provide individualised support to tenants, focusing on building and enhancing their life skills, including cooking, budgeting, hygiene, communication, self-care and, where required supporting with personal care in a dignified and person-centred manner that promotes independence and choice. • Skill Development: Assist tenants in learning practical life skills that will help them live independently in their home and the community. This includes activities like grocery shopping, managing household chores, and scheduling appointments. • Goal Setting & Progress Monitoring: Collaborate with tenants to establish personalised goals, monitor progress, and adjust strategies as needed to ensure continuous improvement and growth. • Advocacy & Empowerment: Act as a mentor and advocate for tenants, encouraging them to take ownership of their decisions, build self-esteem, and gain confidence in their abilities. • Safety & Wellbeing: Promote safe and healthy practices by educating tenants on topics such as personal safety, emergency preparedness, and physical and emotional well-being. • Personal Care Support Where identified within support plans, provide appropriate personal care and assistance with activities of daily living, ensuring dignity, privacy, respect and the promotion of independence at all times. • Community Integration: Support tenants in accessing community resources and engaging in social, recreational, and vocational activities to enhance social integration and community involvement.

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	• Documentation & Reporting: Maintain accurate and up-to-date records of tenant's progress, goals, and challenges, and report to managers as required. • Collaboration: Work closely with family member, social workers, and other professionals to ensure a holistic and coordinated approach to client support
WORK ENVIRONMENT:	• This position involves a combination of in-home, community-based, and record keeping work, depending on the needs of tenants. • Evening and weekend hours may be required based on tenants 'schedules. • It is the nature of the work of Catholic Care that tasks and responsibilities are, in many circumstances, unpredictable and varied. Each staff member is, therefore, expected to work in a flexible way when the occasion arises, when tasks not specifically covered in their job description have to be undertaken. Such additional duties would normally be to cover unforeseen circumstances or changes in work and would normally be compatible with the regular type of work. • If the additional responsibility or task becomes a regular or frequent part of the member of staff's job, it will be included in the job description in consultation with the member of staff.
ADDITIONAL DUTIES:	It is the nature of the work of Catholic Care that tasks and responsibilities are, in many circumstances, unpredictable and varied. Each staff member is, therefore, expected to work in a flexible way when the occasion arises, when tasks not specifically covered in their job description have to be undertaken. Such additional duties would normally be to cover unforeseen circumstances or changes in work and would normally be compatible with the regular type of work. If the additional responsibility or task becomes a regular or frequent part of the member of staff's job, it will be included in the job description in consultation with the member of staff

CONFIDENTIALTY

It is expected that all Catholic Care employees will understand that our work is confidential and they are likely to encounter personal information about employees and service users, and also corporate and financial information. It is a requirement that all Catholic Care employees and volunteers, in the course of their work, treat such personal data confidentially and comply with Catholic Care's Confidentiality Policy. A failure to comply with this may result in disciplinary action. This obligation will continue indefinitely, even after termination of employment. All approaches by the media and other third parties must be referred to the Chief Executive Officer.

VALUES AND PRACTICE PRINCIPLES

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The person who holds this position is expected to be familiar with and have regard to the Values of Catholic Care and work within that framework. He or she must be prepared to operate within the ethos of the Charity and ensure that people of all denominations and faiths have their spiritual needs respected.

QUALIFICATIONS AND EXPERIENCE

The person appointed to this position will satisfy the criteria identified in the Person Specification.

QUALIFICATIONS AND EXPERIENCE

Catholic Care acknowledges the responsibility to safeguard and promote the welfare of children and adults at risk regardless of gender, ethnicity, disability, sexuality or beliefs. We are committed to ensuring safeguarding practice reflects statutory responsibility, government guidance and complies with best practice. It is therefore the duty of all employees, trustees and volunteers to adhere to this policy commitment.

All posts will be offered subject to satisfactory references and DBS Enhanced Disclosure being obtained.