

## THE MAYFIELD TRUST

**Job Title:** Outreach worker

**Place of work:** Various locations in the Calderdale area

**Reporting to:** Domiciliary Care Manager / Outreach Co-ordinator

**Contracted hours or work:** variable

### **Purpose of job**

To provide an Outreach service for children, young people and adults with a variety of disabilities living in the Calderdale area.

### **Responsibilities**

1. To discuss with and accept referrals from the Manager or Coordinator
2. To visit the family with the Outreach Coordinator and establish a relationship with the service user and their parents/carers.
3. To commit to a regular session with the service user and to plan activities with them and / or their carers
4. To provide the following during the allocated outreach session:-
  - a) Discuss with the service user or their carers the activities they most like doing
  - b) Support the service user to participate in the activity of their choice
- 5 To complete a brief report sheet after each session
- 6 To complete a timesheet and expense claim form every 4 weeks
- 7 To attend any training necessary
- 8 To meet with the Manager or Co-ordinator for supervision
- 9 To comply with all the Mayfield Trust policies and procedures applicable to the Outreach services