Jewish Life Facilitator

Job Description

## **Division:** Adult Services – Supported Living and others if required

**Reports To:** Intervention and Assessment Worker

## **Location:** Supported Living homes and as requested by the line manager

**Responsible for:** Support Workers, people we support, volunteers

Kisharon is a charity that offers a broad range of education and support for children and adults with learning disabilities and special needs.

***Our vision*** *– is that people with learning difficulties will live in a world where they have the same opportunities as their mainstream peers.*

***Our mission*** *– is to support each unique person so they can progress, achieve independence, enjoy life and be included in the communities in which we live, through meaningful vocation and a fulfilling social life.*

***Your role in our vision and mission - main purpose of role:***

To ensure that people are enabled and empowered to live their lives according to their personal religious and cultural wishes, supported by fully trained, knowledgeable staff.

* Ensure people we support are asked, listened to and supported with the religious and cultural ways they wish to live their lives.
* Advise on all aspects of religious and cultural observance in the supported living schemes in line with Person Centred Support.
* Monitor the social and work activities of people we support to ensure an appropriate adherence to individual Jewish expectation.
* Deliver induction and on-going training and support regarding Judaism to all staff and volunteers in the supported living services to ensure that the people we support are enabled to fully live their lives according to their cultural and religious wishes.
* Produce reports and documentation in line with organisational and Care Quality Commission requirements.
* Leadership qualities: champion engagement with and from people we support and employees to increase motivation, fulfilment and quality of life; act with integrity, share information, celebrate achievements, be a welcome and familiar presence in the homes, share our vision, with advice from your manager - tackle issues with honesty and empathy.

# Main Areas of Responsibility

**Dynamic Education**

* Build strong, positive relationships and fully collaborate with and include people we support and colleagues in all aspects of your work, including families where appropriate.
* Impart to staff and enthuse them that enabling people to fulfil their religious wishes in a person centred way is of central importance to fulfilling our vision and mission.
* Pro-actively plan and organise that the people we support are enabled to observe *Shabbos, Yomim Tovim*, *davening*, etc. according to their wishes, making sure all the necessary actions have been organised in advance. Monitor and report on this to the managers.
* Regularly check and monitor that the homes of those we support are maintained according to their religious wishes, e.g. *mezuzos, kashrus*, including the delivery of practical tasks when required

**Promoting and Enhancing a Jewish Atmosphere**

* Ensure that the desired levels of kashrus and observance are checked and maintained across the supported living services, and that staff are supported, trained and able to deliver this.
* Share information about communal opportunities and assist with planning to ensure people are supported to follow their religious interests and take part in activities that are socially and culturally relevant and appropriate to them in the community.
* Promote a love of Jewish Lifeand a celebration of *Shabbos* and *Yomim Tovim* amongst staff and people we support, creating a positive atmosphere.
* Create and maintain links between Kisharon and the community, in relation to Kisharon’s supported living services, in conjunction with the volunteer coordinators.
* Encourage and support people to develop and maintain relationships with people that matter to them, e.g. their Rabbi or Shul friends where relevant.
* Oversight, together with the volunteer coordinators, around engagement of local volunteers and *Shabbos/Yomim Tovim* hosts to enhance the offer we can deliver for our tenants.
* Liaise with Kisharon’s *Rav,* Rabbi Belovski, *shlita*.

**Written Documentation and Reporting**

* Produce regular reports regarding religious needs, requirements and progress, compliments and complaints
* Address concerns proactively, and develop a mechanism for follow up actions and lessons learned.
* Feed into support planning and person-centred planning, so that all aspects of personal Jewish choices including end of life planning are recorded for each person, and can be checked and delivered.
* Complete written audits and on-site checks including action plans on a regular basis, and review to ensure actions have been completed.
* Provide clear written/pictoral information and instructions at each site, forming part of the induction and ongoing training process. Work with the people we support and staff to create, update and ensure collaboration to achieve this.

**General**

* Flexibility to deliver training and run religious programmes and celebrations for employees and people we support as needed, i.e. mornings, afternoons, evenings and weekends (including visits on *Shabbos* and *Yomim Tovim*).
* Respect, support and abide by all Kisharon policies, and with specific regard to confidentiality, safeguarding, non-discriminatory practice and Jewish orthodox ethos

This job description is an outline of the key tasks and responsibilities of the role and is not intended as an exhaustive list. The job may change over time to reflect the changing needs of the organisation and its services, as well as the personal development needs of the post holder.

## PERSON SPECIFICATION

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **How this will be measured** |
| Experience of working with people with learning disabilities |  | X | Application form  Interview |
| Knowledge of and commitment to good support practice including promoting respect, dignity, independence and positive risk. | X |  | Interview |
| Strong background and advanced knowledge of orthodox Jewish observance | X |  | Application form  interview |
| Ability to work flexibly, including evenings and weekends as required | X |  | Interview |
| Working and cooperating with colleagues and line manager to support the people we support according to their needs | X |  | Interview  Probation period |
| Ability and passion to promote person centred support | X |  | Interview |
| Knowledge and understanding of Valuing People | X |  | Interview |
| Understanding of the principles of equal opportunities, anti-discriminatory practices and diversity | X |  | Interview |
| Ability to communicate effectively both verbally and in writing, with other staff, people we support, parents and other professionals | X |  | Application form  Interview |
| Ability to be self motivated and use personal initiative within a structured framework | X |  | Application form  Interview |
| High level proficiency with Microsoft Office software | X |  | Application form, interview, probation |
| Ability to work well under pressure | X |  | Interview  Probation period |
| Belief in and ability to show empathy and understanding towards people we support | X |  | Application form |
| Strict adherence to our policy and legal obligations regarding confidentiality | X |  | Application form  Interview |
| Ability to deal with stressful situations | x |  | Probation period |
| Committed to personal development and undertake training as required | x |  | Probation period |
| Reliable | x |  | Probation period |
| Trustworthy | X |  | Probation period |

KISHARON IS COMMITTED TO SAFEGUARDING THE WELFARE OF CHILDREN AND VULNERABLE ADULTS AND EXPECTS ALL STAFF TO SHARE THIS COMMITMENT.

AN ENHANCED DBS CHECK IS REQUIRED FOR THIS POSITION.

This job description has been received and agreed by:

Name: …………………………………………………..

Signature: ……………………………………………..

Date: ……………………………………………………..