



## Job Description

**Job Title:** Eddie's Relief Coordinator  
**Department:** Eddie's  
**Reporting To:** Service Manager

**Main Purpose:** To provide support and implement programs of person centered activity that's promotes health, learning and independence skills.

This is delivered by using a number of methods of engagement for people with learning and physical disabilities, accessing our service.

We Support a personal choice and decision making in relation to their chosen activities, helping them to realise their full potential and promoting self-reliance and independence.

### About Us

The Edmund Trust & Eddie's has been proudly supporting people across the East of England with learning & physical disabilities, autism and complex needs for over seventy years. We work to provide lifelong opportunities and create positive lifestyles for people to be equal and active members of the community.

We provide person-centred support, allowing individuals to choose how they want to live their lives, enabling them to reach their full potential. We encourage people to achieve their aspirations with outcome focused support. Working alongside our values of Commitment, Collaboration and Positive Interactions.

### Main Duties:

- Ensure that People We Support are supported and encouraged to participate in a wide variety of stimulating and creative activities, taking into account individuals' particular interests and needs.
- Ensure that the highest standard of support is provided to People We Support.
- Support the delivery of a rolling plan of imaginative and stimulating education, arts, crafts and drama based activities for People We Support attending the service
- Take responsibility for the practical aspects of the delivery of activities, ensuring the appropriate work space and materials are available for People We Support.
- Assist in the supervision of any volunteers working with People We Support attending the service.
- Assess People We Supports' needs, abilities and wishes when they begin their day
- Provide personal care support to People We Support while respecting their privacy and dignity.
- Be responsible for the administering of medication.



# The Edmund Trust

SUPPORTING PEOPLE WITH LEARNING DISABILITIES

## General

- As a member of staff of The Edmund Trust, you should role model our values, creating a positive working environment, advocating inclusion and equality, creating a culture that recognises and celebrates diversity.
- Adhere to and promote the Company's policies, being accountable for the H&S of yourself and others
- Work with integrity and adhere to confidentiality and security of information at all times, complying with all legal requirements relating to GDPR
- Undertake training as requested by the company
- Carry out any other duties as reasonably requested from time to time

## Person Specification available as a separate document