



## **Greenwich Mencap**

### **Job Description**

Position: Greenlights Coordinator

Hours per week: 21 Hours – P/T (may include evening and weekends).

Salary: £22,119 pro rata

Contract: Until December 2022

Reporting to: Greenlights project lead

#### Purpose:

Greenwich Mencap is a registered charity based in Greenwich Borough working with and for people with a learning disability and their families.

Greenwich Mencap's Greenlights Project is an innovative behavior support service funded by the Big Lottery Fund for families where a child aged 0-11 years has a learning disability and/or autism and exhibits behaviors that challenge.

The Greenlights Coordinator:

- Supports families who are experiencing behavioral difficulties from their child to develop coping strategies / behavior management skills, understand and manage sibling rivalry & improve communication skills
- Supports workshops to families to understand and manage challenging behavior

#### Main Duties

- Undertaking initial assessments of families and using this to develop an individually tailored programme of up to 10 sessions of support using a range of behavior intervention techniques.
- Work in partnership with families to devise appropriate strategies for a specific behavioral issue.
- Work in partnership with other professionals and agencies supporting the family, such as schools and the Children with Disabilities Team.

- Provide emotional support to parents and carers using the Greenlights Project
- Signpost families to appropriate support services to meet other needs identified in the course of delivering intervention
- Support the evaluation of the Greenlights Project
- Maintain accurate records of all work undertaken with families including case notes, database, case studies and monthly monitoring.
- Engage families in providing feedback on the service.
- Record and maintain information to provide information to inform quantitative and qualitative monitoring within expected timeframes.
- Undertake training as required.
- Keep management informed of progress and any change in circumstances for either the individual with a learning disability or the family
- Work in accordance with and actively promote the values of Greenwich Mencap, including equal opportunities and diversity.
- Actively participate in supervisions with management, clinical supervision, and team meetings, and bring to attention any potential areas of risk or concern.
- Work within the framework of Greenwich Mencap's policies and procedures, particularly in terms of confidentiality and safeguarding vulnerable children and young people.
- Other duties that may arise in the course of meeting the requirements of this role

February 2019

