

JOB PROFILE

JOB TITLE	PERSON CENTRED PLANNER	REPORTS TO	Senior manager
JOB PURPOSE	To provide a person centred planning service to children and adults with a learning disability through the Plan4U Team.		
Role and Context		Need to do	Need to know
Key accountabilities		Key Performance indicators	Qualifications and experience
<ol style="list-style-type: none"> 1. Lead responsibility for the provision of person centred services, within the scope of funded work. 2. To support the Plan4U team by working alongside members from other disciplines in providing planning services. 3. To effectively produce high quality plans that maximize the opportunities for people with a learning disability. 4. To provide timely, accurate, information to support the reporting of activity to the funders 5. To support events that will promote person centred planning as directed by Operations Manager 6. To provide training in Person Centred Approaches to other personnel working with people with learning disabilities and outside agencies 7. To actively contribute to the Plan4U team 8. To work positively with other personnel supporting people with a learning disabilities within the statutory sector. 9. To undertake other duties as may arise from time to time as directed by the Line Manager 		<ul style="list-style-type: none"> • Person Centred Plans delivered to target • Evidence of people with a learning disability exercising choice 	<ul style="list-style-type: none"> • Understanding of the needs of people with learning disabilities, their parents and carers • Understanding of how voluntary and statutory agencies operate • Experience of delivery person centred plans • Working with people with learning disabilities • Working as a team member • Person Centred Planning accredited training
		Relationships	
		Internal	
		<ul style="list-style-type: none"> • Operational Staff/Volunteers 	
		External	
		<ul style="list-style-type: none"> • Carers Centre • Those who are cared for • Parents/Carers • Health and social care professionals 	
		Decision making	
		<ul style="list-style-type: none"> • Authority to agree work plan for reviews • Authority to agree expenditure within budgets for planning 	
			Need to be
			<ul style="list-style-type: none"> • Person Centred Approach • Innovative • Enthusiastic and positive • Good Interpersonal skills • Respects confidentiality • Self motivated and self starter • Flexible and adaptable to changing demands and new challenges • Works with integrity • Good Planning & Organisation skills • Confident in facilitation techniques