



## **JOB DESCRIPTION**

### **ACTIVITIES CO-ORDINATOR**

#### **General Scope of the Post**

To provide a wide range of activities, to interest and stimulate the physical and mental state and well-being of the residents.

To understand the need of promoting the philosophy of privacy, dignity, independence, choice, rights and fulfilment for all residents, therefore treating everyone with respect.

Within the home the post of Activities Co-ordinator is to motivate and guide the care staff in the home activity programme, under the direction of the Home Manager.

#### **Principal Duties**

- To participate in enhancing the intellectual and social wellbeing of the residents to provide as far as possible, a happy and stimulating experience. Help residents to socialise within the care home.
- Encourage staff members, relatives and friends to participate in the homes activities
- To plan ongoing weekly activity rotas in conjunction with the residents wishes, and encourage residents to maintain pre-existing hobbies.
- To assess individual needs continuously, particularly with regard to possible rehabilitation and to participate in resident reviews as appropriate.
- Maintain full and accurate records of activities using the relevant documents, in order to monitor, record and evaluate individual and group participation and success.
- To keep abreast with new developments in the field of caring for older people.
- Foster good community relations and assist in the organisation of fund raising initiatives within the home.
- To assist the Home Manager in planning the homes special events such as summer fetes, coffee mornings, etc.
- To help organise and attend any county events, such as garden parties, tea dances, carol concerts, etc.
- To assist the Home Manager in actively marketing the home and promoting a positive profile within the community.

#### **Communication**

- Discuss the aims and objectives of recreational therapy with other staff members.
- Report any changes in residents' physical or emotional condition to the Home Manager or Care Leader in charge.
- Provide comfort and company, on a one-to-one basis, for residents who are unable to participate in any form of activity.
- Arrange and participate in staff and resident meetings, as and when required.

#### **Training and Development**

- Ensure all staff members know how to use appropriate equipment
- Complete mandatory induction and training courses, as and when required
- Maintain professional knowledge and competence.

## **Health & Safety**

- To be responsible for your own Health and Safety and that of anybody else who may be affected by your acts or omissions.
- To complete risk assessments on activities, outings and events as necessary.
- Promote safe working practice in the care home

## **General Duties**

In addition to the above, there are some general requirements that apply to all jobs in the Home:

- Take responsibility for the safeguarding of adults, and follow the Trust's whistle blowing policy as required.
- Participation in staff meetings
- Participation in training activities
- Participation in staff supervision and personal development review
- Participation in quality assurance systems
- Take responsibility for personal development by keeping abreast of developments in the field of caring for older people.
- All duties must be carried out to comply with: -
  - Notification of accidents and other health and safety requirements
  - Statutory legislation in particular the health and hygiene regulations
  - Nationally and locally agreed codes of good practice
  - Fire precautions
  - Equal opportunity and the Trust's anti-discriminatory policy.

## ACTIVITIES CO-ORDINATOR

### PERSON SPECIFICATION

ESSENTIAL		DESIRABLE	
<u>Qualifications</u> Must be able to demonstrate literacy and numeracy skills. Willingness to undertake relevant training.	E1		
<u>Experience</u> Previously worked with older people in a residential setting	E2		
<u>Motivation</u> A positive attitude to older people and a commitment to provide stimulating, quality activities and social events.	E3		
<u>Skills</u> Ability to work with residents as a group as well as one to one. Good communication skills. Ability to organise activities and outings.	E4	Understanding of Health & Safety issues in residential care, and risk assessments	D1
<u>Interpersonal Skills</u> The ability to form positive relationships with colleagues, residents and outside agencies.	E5		
<u>Team Skills</u> Ability to work alone as well as part of a team to promote harmonious working relationships by recognising that everyone has a contribution to make and encouraging them to do so.	E6		