

JOB DESCRIPTION

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|------------------------|---------------------------------------|
| JOB TITLE: | Lifestyle Coordinator |
| RESPONSIBLE TO: | Lifestyle Lead or Home Manager |
| ACCOUNTABLE TO: | Regional director |

Care UK's Values

- Every one of us makes a difference
- Customers are at the heart of everything we do
- Together we make things better

Job Summary

Help our residents maintain active and independent lives through the creation and delivery of individualised activity plans based on their interests, abilities and life experience.

Full time, occasional weekend and evening work required.

Key Responsibilities

- To build friendships with our residents that help them adjust to life in a care home
- Work with residents, their friends and family members, to build individual lifestyle histories and, using these, create ongoing plans in our electronic resident records, ensuring these are updated daily to evidence delivery
- On a monthly basis review the plan with the resident and relatives and adjust if necessary
- Create a weekly schedule of meaningful occupation for each resident, personalised to their likes, dislikes, needs and abilities, helping them to try new things and continue to take part in the hobbies and activities that make them who they are
- Create and maintain a schedule of group activities tailored to residents to run alongside one-to-one sessions, enabling residents to take part in communal activities as well as individual hobbies as per their wishes
- Update the resident's personalised diary on a weekly basis with details of the activities they've undertaken, including photos, comments and feedback, that can be kept by residents as a record of what they have achieved as well as shared with their friends, family and the home team
- Build relationships with relatives, friends and advocates in order make sure you understand the person, and that the relatives understand how you are supporting the resident
- To build relationships with the local community , inviting them into the home to take part or run events and help residents maintain their hobbies
- To establish and run a 'Friends of' the home - a group of relatives, friends and neighbours from the community who are keen to be active participants in the life of the home
- Develop strong and continuing relationships with colleagues to enable the sharing of ideas and information, ensuring you are all working as a team to provide a safe and fulfilling experience within the home for every resident
- Enable our residents to stay in touch with friends and family by visits, phone, Skype, letters and email

- Support our residents to make trips outside of the home, encouraging relatives and friends to join in, as well as building links with local groups to encourage them into the home, facilitating the position of the home as part of the local community
- Actively seek feedback on the activity provision in the home, including running a resident forum and in house customer satisfaction programmes
- To attend all statutory and mandatory training as required by the Company in order to fulfil your duties
- To attend appropriate training courses and/or programmes to enhance personal and professional knowledge and skills
- To undergo the necessary training to become a 'Dementia Friend'

Safeguarding of Vulnerable Adults / Mental Capacity Act

To complete training on Safeguarding of Vulnerable Adults and the Mental Capacity Act and be able to understand and implement SVA and MHA policies and procedures taking responsibility for reporting any safeguarding concerns to the senior person on duty or on-call RD

Health and Safety

As an employee of Care UK, the post holder has a duty under the Health and Safety at Work Act 1974, to:

- Take reasonable care of the health and safety of themselves and all other persons who may be affected by their acts or omissions at work.
- Co-operate with their employer to ensure compliance with Health and Safety legislation and the Health and Safety policies and procedures of the organisation, not intentionally or recklessly interfere with, or misuse, anything provided in the interests of health, safety, or welfare, in pursuance of any of the relevant statutory provisions.

Data Protection

The post holder must at all times respect the confidentiality of information in line with the requirements of the Data Protection Act and the company's ISO27001 accreditation. This includes, if required to do so, obtain, process and/or use information held on a computer in a fair and lawful way, to hold data only for the specified registered purposes and to use or disclose data only to authorised persons or organisations as instructed.

This list of duties and responsibilities is by not exhaustive and the post holder may be required to undertake other relevant and appropriate duties as reasonably required.

This job description is subject to regular review and appropriate modification.

I confirm I have read and understand this job description

Name of post holder

Signature

Date

| Hazards | | | | | |
|-------------------------|--|--|---|---|---|
| Laboratory specimens | | Clinical contact with patients/residents | √ | Performing exposure prone invasive procedures | |
| Blood/body fluids | | Dusty environment | | IT literate | √ |
| Radiation | | Challenging behaviour | √ | Moving and handling | √ |
| Solvents | | Driving | √ | Noise | |
| Respiratory sensitisers | | Food handling | √ | Working in isolation | |

Person Specification

| CRITERIA | ESSENTIAL | DESIRABLE |
|-----------------------------|--|--|
| Experience | <ul style="list-style-type: none"> • Experience of working in a position of responsibility requiring the use of own initiative • Experience working in a team to deliver key aims and objectives • Experience of developing and delivering plans • Ability to engage with older people who may have a wide range of needs and abilities • Ability to raise standards through innovation & new ideas • Ability to build rapport and positively influence others | <p>Experience of working in teaching or in a creative capacity</p> <p>Experience gained in a healthcare setting</p> <p>Experience of care of the elderly</p> <p>Experience of organising an activity or educational programme</p> <p>Experience working in a busy environment with competing demands</p> |
| Skills and Knowledge | <ul style="list-style-type: none"> • Excellent interpersonal skills • Excellent verbal and written skills • Able to compile information and carry out instructions accurately • Able to maintain confidentiality • Able to work with residents to ensure they have fulfilling lives • Able to prioritise workload • IT literate and able to use social media | <p>Knowledge of dementia</p> |
| Other Factors | <ul style="list-style-type: none"> • Shares ideas with others to make improvements • Keen to learn and improve own performance • Committed to communicate with residents to understand their needs • Will go the extra mile to help fulfil needs • Has a 'can-do' attitude to work • Enjoys working effectively as part of a team | |