

Job description



Job title: Lifestyle Co-ordinator

Responsible to: Home Manager

Our Values

- ❖ Fulfilling Lives is our core purpose
 - ❖ Every one of us makes a difference is the belief that drives us
 - ❖ Caring, Passionate and Teamwork are the values that underpin everything we do
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Job Summary

To organise and provide a varied and appropriate programme of activity which is based around the needs, wishes and desires of the people we support to enable them to live healthier, more independent and fulfilling lives.

Key Responsibilities

- Working under the direction of the home manager, and in partnership with the home's dementia champion, to facilitate and support the completion of life story books and promote their use by all colleagues to better understand our residents.
- Liaise with residents, relatives, friends and other colleagues to ensure a full knowledge of their likes, dislikes, interests, abilities and difficulties.
- Explore the most appropriate methods and resources for meeting activity needs including group events, individual sessions, involving internal, external and community based resources.
- Advertise and promote the planned activities programme in a way that encourages involvement of all residents, relatives and colleagues.
- Develop a planned programme which allows for change to ensure residents have access to activities covering seven days a week including evenings and weekends.
- Maintain written records of individual assessments and life stories, their participation and activity evaluations in line with guidance provided and best practice.
- Maintain a portfolio of information including a range of activities available within the home and the local community
- To ensure that the activity care plan for each resident is in place within one week of the date of admission, updated when new information is gathered and reviewed at least monthly.
- In conjunction with the home manager deliver a resident and relative activity forum in the home, at least once a quarter, to regularly review the individual's needs, the programme of activities and levels of participation.
- To organise themed events as required, based on local holidays, traditions etc.
- To organise outings as appropriate and based on residents wishes and preferences.
- To assist and support residents at meal times ensuring that the appropriate equipment is available and that the ambience is conducive to a relaxed environment.
- To liaise with the senior person in charge on a daily basis.
- To involve residents in social events organised by the local community and encourage community groups to have involvement in the life of the home.
- To build and maintain a suitable stock of social events and hobby equipment such as: craft materials, board games, jigsaws, cards, needlework, paints, etc.
- To provide inspiration resources and ideas to care teams for group and one to one social events.

- In conjunction with the home manager, manage and monitor the activity spend for maximum effectiveness.
- To maintain standards of infection control within the home and to assist residents to maintain their own infection control needs.
- To attend both regional and national activity meetings.
- 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.

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.
- To ensure that adequate measures are taken to protect the health and safety of all staff including the maintenance and upkeep of a safe environment.

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.

Person specification

Criteria	Essential	Desirable
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Qualifications	<ul style="list-style-type: none"> • Good standard of education 	<ul style="list-style-type: none"> •
Experience	<ul style="list-style-type: none"> • Experience of working with vulnerable adults • Customer service experience 	<ul style="list-style-type: none"> • Experience of the Independent Care Sector. • Experience gained in a healthcare setting • Experience of care of the elderly • Experience of organising an activities programme
Technical Skills	<ul style="list-style-type: none"> • The ability to compile social care plans for residents • Ability to communicate on the telephone • Good interpersonal skills • Excellent verbal and written skills • Able to return 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 • Able to use own initiative 	<ul style="list-style-type: none"> • Knowledge of dementia • Knowledge of care planning
Personal Qualities	<ul style="list-style-type: none"> • Shares ideas with others [to make improvements] • Keen to learn and improve own performance • Committed to communicate with customers to understand their needs • Will go the extra mile to help fulfil customers' needs • Has a 'can-do' attitude to work • Enjoys working effectively as part of a team 	