

## JOB DESCRIPTION

**JOB TITLE:** Activity Co-ordinator

**RESPONSIBLE TO:** 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

To promote the social and recreational aspects of daily living for all residents

### Key Responsibilities

- To maintain a stimulating programme of leisure pursuits and social events for both groups of residents and on an individual basis.
- Produce a weekly social events programme and ensure that it is advertised within the home.
- To ensure that the social care plan for each resident is in place within three weeks of the date of admission and reviewed regularly.
- To consult with and assess each resident in order to identify their social and recreational requirements according to their likes, dislikes, abilities and needs.
- To organise social and recreational events within and without the home.
- To assess on a regular basis the effectiveness of the programme of social events and recreational pursuits.
- To liaise and consult with relatives and other staff within the home when writing social care plans.
- To assess and evaluate social care plans on a monthly basis.
- 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 ensure the spiritual and worship needs of residents are met.
- 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 staff for group and one to one social events.
- To maintain standards of infection control within the home and to assist residents to maintain their own infection control needs.
- 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.

### 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		VDU use	√
Radiation		Challenging behaviour	√	Moving and handling	√
Solvents		Driving		Noise	
Respiratory sensitisers		Food handling	√	Working in isolation	

## Person Specification – Activity Co-ordinator

CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications</b>		
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with vulnerable adults</li> <li>• Customer service experience</li> </ul>	Experience of the Independent Sector. Experience gained in a healthcare setting Experience of care of the elderly Experience of organising an activities programme
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• The ability to compile social care plans for residents</li> <li>• Ability to communicate on the telephone</li> <li>• Good interpersonal skills</li> <li>• Excellent verbal and written skills</li> <li>• Able to return information and carry out instructions accurately.</li> <li>• Able to maintain confidentiality</li> <li>• Able to work with residents to ensure they have fulfilling lives</li> <li>• Able to prioritise workload</li> <li>• Able to use own initiative</li> </ul>	Knowledge of dementia Knowledge of care planning
<b>Other Factors</b>	<ul style="list-style-type: none"> <li>• Shares ideas with others [to make improvements]</li> <li>• Keen to learn and improve own performance</li> <li>• Committed to communicate with customers to understand their needs</li> <li>• Will go the extra mile to help fulfil customers needs</li> <li>• Has a 'can-do' attitude to work</li> <li>• Enjoys working effectively as part of a team</li> </ul>	