

## Rapport Housing & Care

### Job Description

**Job Title:** SOCIAL ACTIVITIES FACILITATOR **Job Code:** CR05

**Job Holder:** **Department:** CARE

#### Position in the organisation:

Responsible to: General Manager

Direct reports: None

Works in conjunction with: All residential home staff and external agencies as required

#### Summary of Main responsibilities:

To promote an active meaningful social life for the residents based on their individual, cultural needs and expressed wishes, by developing and delivering a programme of activities that entertains, stimulates and fulfils resident's needs.

#### Main Duties and Responsibilities:

1. To consult with residents regarding their social needs and support them to lead a satisfying and fulfilling life. Participate in audit programmes and satisfaction surveys to gather information for the continued improvement of the service.
2. To plan, organize and develop programmes of individual and group activities in response to the identified wants and needs of residents
3. Liaise and support the General Manager, Seniors and Care staff with reference to activity programme.
4. Liaise with outside agencies for the purpose of promoting the activities within the home.
5. To support residents to take part in social and community activities outside the home
6. Arrange for residents to take part in religious, spiritual and cultural activities that are meaningful to them
7. Be responsible for working within the homes activities budget
8. To be responsible for organising the publicity and information about the social programme and activities being offered, displaying, distributing and updating the information to residents, staff and others involved
9. Investigate, develop and extend the range of activities and interests available within the home.
10. Maintain and develop the homes 'information bank' about community and other resources that residents may be able to use in pursuit of their hobbies and interests
11. To contribute to the updating of the homes Statement of Purpose and Service User Guide relating to the homes social activities
12. To ensure residents, if they wish to, are involved in developing, organising, setting up and clearing up of social events and activities
13. Keep records to demonstrate progress with activity programme and participation of residents.
14. Assist with the development of standards and policies for activities.
15. Undertake relevant training to maintain professional development.
16. Assist in fundraising events.
17. Work with all staff towards agreed policies and standards of care in keeping with the stated beliefs of the Organisation.

18. Work to promote equality and diversity, and eliminate discrimination for all the Organisation's service users, staff and volunteers.
19. Take part in staff and residents' meetings and in training activities as directed.
20. Take part in individual performance reviews as required.

**No job description can cover every issue that arises within the post, and the post holder may be required to carry out other duties as deemed necessary, commensurate with the principal function of the post and the capability of the post holder.**

## PERSON SPECIFICATION

Job Title: Social Activities Facilitator

Competency	Performance Criteria
<b>Professional Practice:</b>	
Modelling best practice	<ul style="list-style-type: none"> <li>• Demonstrate evidence of appropriate qualification to undertake the post</li> <li>• Demonstrate care and compassion for, older people</li> <li>• Willing to undertake training</li> <li>• Commitment to enabling older people and ensuring residents have choice and involvement with planning activities</li> </ul>
Health & Safety	<ul style="list-style-type: none"> <li>• Application of H&amp;S practices</li> <li>• Ensure facilities are kept in an organised and safe fashion</li> </ul>
<b>Interpersonal Skills:</b>	
Teamwork	<ul style="list-style-type: none"> <li>• Prioritise</li> <li>• General time management</li> </ul>
Management of diversity	<ul style="list-style-type: none"> <li>• Demonstrate awareness of different values/cultures amongst residents and staff</li> </ul>
Effective communication	<ul style="list-style-type: none"> <li>• Communication skills with different groups, e.g. staff, residents, local community</li> </ul>
Self development	<ul style="list-style-type: none"> <li>• Evidence of keeping up to date with related issues</li> <li>• Take on further responsibilities as appropriate</li> <li>• Undertake relevant training</li> </ul>
<b>Personal Attributes:</b>	
Mutual support	<ul style="list-style-type: none"> <li>• Be aware of support needed by staff and residents</li> <li>• Consider how actions could support residents</li> <li>• Be prepared to give encouragement and help when needed</li> <li>• Offer help to other groups</li> </ul>
Communication skills	<ul style="list-style-type: none"> <li>• Explain things simply being aware of individual needs</li> <li>• Keep to the point</li> <li>• Style that is compassionate, warm and friendly</li> <li>• Listens carefully and attentively</li> </ul>
Interpersonal sensitivity	<ul style="list-style-type: none"> <li>• Demonstrate creativity in organising activities</li> <li>• Appearance to create confidence in residents and visitors</li> <li>• Respect the dignity and privacy of all contacts</li> <li>• Demonstrate a pleasant, professional manner</li> </ul>
Team working	<ul style="list-style-type: none"> <li>• Work closely with care team and seek assistance if required</li> </ul>

## TRAINING REQUIREMENTS

The duties of the post necessitate the following essential training elements being completed subsequent to employment.

Training Element
<ul style="list-style-type: none"> <li>• Induction</li> <li>• NVQ Level 2 in a relevant qualification</li> <li>• First Aid at Work</li> <li>• Member of NAPA</li> <li>• Moving &amp; Handling Awareness</li> <li>• Fire Awareness</li> <li>• Equality &amp; Diversity</li> <li>• Basic Health &amp; Safety (including COSHH regulations)</li> <li>• Infection Control</li> <li>• Knowledge of home's specialty, e.g. Dementia Care, Parkinson's Disease</li> <li>• Behaviour that may be Challenging</li> </ul>