

Job Description

Job Title: ACTIVITIES CO-ORDINATOR

Job Code: CR05

Job Holder:

Department: CARE

Position in the organisation:

Responsible to: Home Manager

Direct reports: None

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

Summary of Main responsibilities:

To co-ordinate activities within the Organisation's residential home

Main Duties and Responsibilities:

1. Devise an activity programme responsive to client needs.
2. Participate in audit programmes and satisfaction surveys to gather information for the continued improvement of the service.
3. Liaise and assist Matron/Home 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. Keep records to demonstrate progress with activity programme and participation of residents.
6. Assist with the development of standards and policies for activities.
7. Undertake relevant training to maintain professional development.
8. Assist in fundraising events.
9. Work with all staff towards agreed policies and standards of care in keeping with the stated beliefs of the Organisation.
10. Work to promote equality and diversity, and eliminate discrimination for all the Organisation's service users, staff and volunteers.
11. Take part in staff and residents' meetings and in training activities as directed.
12. 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: Activities Co-ordinator

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

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">• Induction• NVQ Level 2 in a relevant qualification• First Aid at Work• Moving & Handling Awareness• Fire Awareness• Equality & Diversity• Basic Health & Safety (including COSHH regulations)• Infection Control• Knowledge of home's specialty, e.g. Dementia Care, Parkinson's Disease• Challenging Behaviour