

Job Description – Activities Coordinator

Reports to: Registered Manager

Job Purpose:

Provide residents with stimulating activities to help facilitate them to lead active and independent lives, as far as possible, by providing opportunities for holistic and practical support.

To promote choice to residents in their daily living.

Key Accountabilities:

- Plans activities to meet the needs of the resident.
- Encouraging participation in activities.
- Control and maintain the stock of activities equipment, materials and resources within the budget.
- Identify and report signs of abuse.
- Escalate concerns / issues as appropriate.
- Comply with CQC standards and company procedures at all times.

Knowledge and Understanding:

- Understanding of the types of activities older people enjoy.
- Managing a budget.
- Recognising the signs of abuse.
- Health and safety in the workplace.
- Understanding confidentiality and data protection within a care setting.

Skills:

- Basic PC skills.
- Ability to motivate and engage people.
- Creative flair - a range of practical and creative skills e.g. arts, crafts.
- Good verbal communication skills.
- Creates an environment where residents feel able to participate and contributes ideas.
- Ability to work part of as team an individually.
- Ability to plan a calendar of activities.

Experience/Qualifications:

- Experience of working within a care setting and / or organising activities is desirable.
- Level 2 in supporting activity provision in social care – desirable
- Membership of NAPPA – desirable

Key Activities:

- Organise and co-ordinate activities for daily living on a group and individual basis in consultation with residents.
- Develop relationships with external bodies e.g. Age UK, NAPPA, local communities.
- Maintain complete and accurate documentation of activities undertaken and participation levels.
- Manage budget for activities and organise fundraising events.
- Encourage colleagues to become involved in activities.
- Assist with some aspects of resident's care when required.

This job description outlines the main duties and responsibilities of the post; it is not intended to be an exhaustive list. From time to time the post holder may be asked to carry out additional reasonable tasks as appropriate to the needs of the business. As such this role definition will be subject to revision as required.

Name _____

Signed _____

Date _____