

**Job Profile**

**Role:**  Activities Co-ordinator

**Reports t**o: Home Manager/Activities Coordinator

 Team Co-ordinator or Designated Line Manager

**Reports**: Activities Assistants

 **Budgetary accountability:** nil

 **Budgetary influence:** nil

**Job Purpose**

To work under the leadership of the management team to assess, provide, monitor, deliver and review appropriate activities in a personalised, caring and safe way and to lead and work with the Activities Assistants.

**Accountabilities:**

1. To help provide suitable activities/stimulation for residents that will increase their feelings of well-being.
2. To organise, plan and lead one-to-one sessions and group activities, according to individual needs, on a regular basis with all residents. These activities may inside or outside the home
3. To assist in planning, creating and monitoring all activities through development of individual Activity Profiles, taking into consideration the needs of each resident.
4. Respond to the requests and preferences of each resident, at all times being aware of the individual’s right to choice, confidentiality, privacy and dignity
5. To be able to use the flexibility of their working hours to enable a full programme of activities to take place throughout the week, at times most beneficial to our residents.
6. To assess residents regularly, as part of the team, to ensure continued appropriateness of activities and review plans and resources as necessary.
7. To lead on and assist with booking outside resources, liaising closely with and building up good communications with local agencies and other Trust services.
8. You will take an active part in your personal development and that of colleagues especially those within your team.

**Other**

*Special demands. This should include any extraordinary conditions applicable to the job (for example, heavy lifting, exposure to temperature extremes, prolonged standing, or travel, shifts). –*

Working a variety of shift patterns having relevant training to the role commensurate with the service e.g. Dementia pathway, People moving and handling skills.

**Key results area/measures for the role**

*The following areas are measured by a variety of methods such as feedback from Managers, use of service, delivery of personal objectives by the individual via the performance management system and results from Operations KPIs.*

1. The activities planned and undertaken at Humphry Repton House support residents to be engaged, interested, safe and active and reflect individuals’ interests, needs and development.

2. Activities undertaken at Humphry Repton House are planned, monitored, evaluated and reviewed to ensure their continued personalisation and appropriateness, whoever has delivered them.

3. Everyone can easily see that activities are appropriately planned and happen because records show this and the basis upon which they have been planned.

4. The whole team has a good understanding of the importance and impact of activities and can demonstrate this through accessible records and their own knowledge gained through positive interaction with you, formally and informally.

5. The activity timetable meets residents’ needs and reflects your own and your team’s willingness to be flexible.

6. The morale and wellbeing of your team and colleagues is promoted and actively supported; a healthy, supportive and pro-active attitude is promoted to internal and external customers at all times.

7. Your commitment to continuous improvement and creativity is evidenced through the activities information available.

**Person Specification**

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|  | **Essential** | **Desirable** |
| Qualifications |  | Educated to NVQ Level 2 in Health and Social Care or Activities |
| Skills | Ability to communicate effectively with colleagues, service users and a range of stakeholdersAbility to be punctual and reliable, with a commitment to be flexible about your hours to reflect service needsAble to build productive working relationships and partnershipsDemonstrable organisational skillsAbility to identify issues and develop a logical and clear approach to problem solving, with the ability to resolve conflict using own judgementProven ability to work pro-actively and evidence of creative thinkingIT literacy |  |
| Experience | Proven experience of working with people who have dementiaProven experience of planning and ensuring the safe and effective delivery of activities for a variety of interests and needs |  |
| Other | Demonstrate an understanding of both holistic care and “person centred care”Willingness to be flexible, adaptable and responsive to changeCommitment to delivering a high quality service and to support the aims of the TrustA demonstrable commitment to keeping people engaged with activities and interests in their community |  |