

**JOB DESCRIPTION AND PERSON SPECIFICATION**

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| Job Title: | Activities Co-ordinator |
| HBC Grade: | **HBC 2** |
| Service: | **Adult Social Care** |
| Division: | **Care Homes** |

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| **Main Purpose of the Role** |
| **To provide stimulation and exercise to residents through the delivery of a wide and varied activities programme.** |

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| **Key Duties**  |
| **1** | Assess the mental and physical needs of all residents regularly to ensure most appropriate activities are conducted |
| **2** | Liaise closely with care staff and relatives, on an ongoing basis, to assess the most appropriate forms of activity and encourage them to become involved in any activity programmes |
| **3** | Develop community links with local groups e.g. churches, schools etc. |
| **4** | Organise entertainers to visit the home. |
| **5** | Ensuring the most effective use of the activities budget, organise a comprehensive activities programme which encompasses all seasons and special events. |
| **6** | Provide appropriate activity programmes that ensure that the dignity and privacy of each individual is promoted at all times, and that maximises the potential of each individual to live as independently as they are able to. |
| **7** | Contribute to ongoing assessment and monitoring of people using services by maintaining and updating records, as required in line with organisational policies and procedures. |
| **8** | Recognise the signs of abuse and immediately report any suspected abuse/concerns around health and wellbeing to the manager. |
| **9** | Protect the confidentiality of all information relating to a resident in compliance with the Data Protection Act/General Data Protection Regulations. |
| **10** | Observe all Health and Safety rules and take reasonable care to promote health and safety of self and others. |
| **11** | Undertake any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job. |

The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment.

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| **EDUCATION / QUALIFICATIONS** | **Essential**  | **Desirable**  | **How Identified**  |
|  | NVQ 2 in Health and Social Care | All essential qualification certificates must be presented at interview. |

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| **Essential Criteria**  | **How Identified** (delete as appropriate for each criteria) |
| **EXPERIENCE** | Experience working in a care setting and in delivering suitable activities programmes | Application / Interview /Assessment |
| Ability to maintain records as required both verbal and written | Application / Interview /Assessment |
|  | Application / Interview /Assessment |
|  | Application / Interview /Assessment |
| **KNOWLEDGE**  | Knowledge of person-centred care | Application / Interview /Assessment |
|  | Application / Interview /Assessment |
|  | Application / Interview /Assessment |
|  | Application / Interview /Assessment |
|  **SKILLS & ABILITIES**  | Ability to effectively communicate with service users and colleagues, both verbally and in writing | Application / Interview /Assessment |
| Able to support/encourage service users to undertake physical care needs | Application / Interview /Assessment |
| Spoken English language skills | Application / Interview /Assessment |
|  | Application / Interview /Assessment |
|  | Application / Interview /Assessment |
|  | Application / Interview /Assessment |
| **Desirable Criteria**  | **How Identified** (delete as appropriate for each criteria) |
| **EXPERIENCE** | Experience of working with older people | Application / Interview /Assessment |
| Ability to work with minimum supervision | Application / Interview /Assessment |
| Ability to contribute to service-users assessments and reviews | Application / Interview /Assessment |
| Experience in working with people with dementia | Application / Interview /Assessment |
| **KNOWLEDGE**  | Knowledge of community and social care resources | Application / Interview /Assessment |
| Knowledge of the Health and Safety legislation | Application / Interview /Assessment |
|  | Application / Interview /Assessment |
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|  **SKILLS & ABILITIES**  |  | Application / Interview /Assessment |
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| **Other Requirements** | **Essential**  | **Desirable**  | **How Identified**  |
| Ability to work flexible hours when needed and available to cover annual leave and sickness within the home |  | Interview / Assessment / Documentation  |
| Work as a team member |  | Interview / Assessment / Documentation |
|  |  | Interview / Assessment / Documentation |

Please note: Front line posts with direct customer contact should include a statement detailing the spoken English language requirements of the post.

For office use only:

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| **Date Created:** |  |
| **Agreed by:** |  |

This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility.