

## **JOB DESCRIPTION**

**Job Title: Activities Coordinator/Carer**

**Responsible To: Manager**

**You will be responsible for:**

Delivering excellent care and creating a stimulation environment for social engagement by providing a wide range of activities to support the physical and mental wellbeing of our residents.

**In particular, you will need to:**

- Organise, plan and facilitate a diverse range of activities by researching and developing a selection of activities to appeal to residents of all needs
- Work with individual service users on a 1-1 basis to identify and assess their individual interests and preferences to ensure activities are available to meet individual wishes and needs
- Build relationships with the local community, inviting them into the home to take part in events to help resident maintain their hobbies
- Ensure an activities calendar is in place, up to date and is appropriately displayed to all residents, staff and relatives
- Ensure noticeboards are up to date displaying relevant information
- Encourage participation in activities by engaging with residents to ensure they are aware of planned activities and to welcome suggestions for alternative activities
- Provide encouragement to residents who wish to maintain existing hobbies, where possible, and incorporate individual interests into the activity programme
- Attend resident meetings to understand interest levels and sustainability of activities as well as to encourage ideas to add or improve current activities
- Ensure all materials and equipment is available and safe when delivering an activity
- Regularly review the programme of activities to ensure they are up to date and fit for purpose
- Complete regular reports and monitoring information
- Assist Carers in supporting residents with aspects of day to day living including personal care tasks, as and when required
- Ensure care plans/risk assessments are understood and adhered to

**To achieve these outcomes you must:**

- Have excellent communication skills with the ability to build rapport with residents to establish their individual needs and interested
- Be creative to ensure activities stimulate and support the well-being of residents both mentally and physically
- Possess exceptional organisational skills with the ability to manage and prioritise workload to ensure the activity calendar is fulfilled
- Have a positive an enthusiastic approach to day to day activities to ensure residents enjoy their activities
- Be patient and compassionate with an understanding of residents needs and abilities and ensure that activities can be tailored to allow all residents to participate if they wish
- Be passionate about working with and assisting older people
- Oversee staff and volunteers by involving them in the activity

**Every employee of St Cuthbert's Care must:**

- Report any concerns about a resident or work colleague
- Safeguard individuals from all forms of abuse
- Act in a professional manner at all times
- Work professionally with managers, colleagues, residents and external bodies
- Ensure all work is carried out in accordance with charity policies and procedures
- Complete all relevant training as required to meet the needs of the service and be competent in your role
- Attend all staff meetings and supervision as and when required
- Work flexibly to meet the needs of the service
- Maintain confidentiality and observe data protection requirements in accordance with legislation and Charity policy
- Respect, work within and promote St Cuthbert's Care's Dignity at Work Policy
- Respect and work within St Cuthbert's Care's Christian ethos

This job description is not exhaustive and some variations may be necessary.