

Job Description

Activities Co-ordinator

Accountable to: Registered Manager

Responsible for:

Our Activity Co-ordinators play a vital supportive role within our homes, leading the way in creating suitable activities to fulfil our Service Users lives and keep them happy and occupied.

Below is an outline of your duties that you will be responsible for, these are not however exhaustive and there may be other comparable duties as directed by the management team. Working in a community may require you to work at alternative sites from time to time.

- To create and keep up to date a stimulating and varied programme of leisure and social activities/ events inside and outside of the home
- Get to know each Service User to understand their likes/ dislikes, abilities and needs and put together an individual plan for them, and evaluate and update it regularly.
- Ensure that all interests and hobbies of the individual can be accessed and adapt them so this can happen if required.
- To inspire all to get involved with the activity programme
- organise outside entertainment to come in to the home
- to keep and maintain accurate and legible records including the balance of the activity budget
- to maintain confidentiality
- chatting in general individually or within groups
- to organise a "Residents Association" to plan, take and minute meetings.
- To get to know and work with the NICE guidelines for activity provisions
- To get to know the Gold Standard Framework and implement the programme within the home

Activities will include:

- games and puzzles
- fetes, open days and BBQ's
- outing and trips
- activities within the community
- parties and celebrations
- making use of the garden
- reminiscence
- education opportunities
- physical activities- movement/ exercise sessions
- music, art and hand craft
- watching tv and films

Health and Safety

- Report any health and safety concerns to the duty manager, protecting the welfare of all visitors, staff and residents of the Care Community at all times. Including taking equipment out of action and placing notices on effected equipment.
- To keep yourself and the other people in the community safe.
- Maintain building security as instructed.

Training

- To attend all training provided to you when requested.
- To attend all staff meetings when requested.