

Excellence in care

JOB DESCRIPTION – ACTIVITIES CO-ORDINATOR

JOB TITLE: Activities Co-ordinator

REPORTS TO: Home Manager

PURPOSE OF POSITION:

1. To take the lead in the daily planning, organisation and delivery of a full calendar of activities, social events and outings through a wide and varied programme for residents and when appropriate, their families.
2. To plan a full calendar of seasonal and celebratory events ahead of time, ensuring a fully inclusive, holistic approach that endeavours to meet the health, wellbeing and individual needs of all residents. Each activity will need to be tailored to meet the needs and abilities of individuals as well as group activities that will bring individuals together.
3. To plan and organise with the Management Team a social programme for staff and their families throughout the year.

PRINCIPLE ACCOUNTABILITIES

1. Ensure individual residents' needs are assessed and met by gathering information from them, and where appropriate their families, as to their current preferences and biographical background. This will form a basis for an appropriate and desired plan of social care for each resident.
2. To ensure safe practice, the post holder will take the lead from the Management Team as to the emotional, mental and physical needs of residents to ensure appropriateness of individual and group activities programmes. This can include 'one to one' stimulation through board games, conversation and individual hobbies.
3. Share in discussion of past and present events, reading, writing, hobbies and other activities in accordance with the agreed programme.
4. To develop community and parochial links and network with local groups, i.e. churches, schools, charities and other organisations allied to this philosophy. To represent the Home at meetings and networking forums.
5. To take the lead in organising presentations from visiting speakers of local interest, and entertainment including Arts in Health Trust, Jersey Archive and Parochial Organisations etc.
6. Organise and take part in individual and group outings for residents that have been deemed suitable and appropriate by the Management team.
7. Take the lead in planning and organising a comprehensive activities/social programme which encompasses all seasons and special events on the island.



8. Under the guidance of the Management Team, promote the culture by taking photos where appropriate and with residents' permission, for relatives and friends to become involved in the activities programme.
9. Advertise the programme of activities/social events on the 'activities board', document in individuals' activities file, and produce a weekly newsletter outlining the forthcoming events.
10. When required participate in quality audits and resident surveys.
11. Under direction contribute to the home's social media and other PR avenues.
12. Comply with the Home's policies and procedures working within the governing Jersey legislation.

PERSON SPECIFICATION

1. Hold a valid driving licence and be proficient in driving a mini bus or other company vehicle.
2. Be an effective communicator with a good command of spoken and written English
3. Have proven experience in interaction with older people and excellent communication skills
4. Able to network with a wide range of organisations
5. Be committed to ongoing training and personal development
6. Be kind, caring and sensitive to the needs of others maintaining confidentiality at all times
7. Build on our already stable basis of activities and gently introduce new ideas, capture images of activities where appropriate and have a good knowledge of IT, Dropbox or cloud sharing facilities.

This document is intended as a guide to the general scope of duties and as such is intended to be flexible. The post holder may be required to undertake other duties at the discretion of the Management Team, however such duties will be reasonable in relation to the postholder's skills and abilities.

Name of Employee: _____

Signature of Employee: _____

Date: _____

