

JOB DESCRIPTION

ROLE:	Activities Co-ordinator
ACCOUNTABLE TO:	Home Manager
RESPONSIBLE TO:	Home Manager
AIMS:	To organise and provide a varied and appropriate programme of activity, showing consideration for the needs, wishes and desires of the individual residents.

RESPONSIBILITIES:

- ⇒ Identify resident activity needs and wishes through assessment, observation and discussion.
- ⇒ Liaise with residents, relatives, friends of residents and staff to ensure full knowledge of the resident’s likes, dislikes, interests, abilities and difficulties.
- ⇒ Explore the most appropriate methods and resources for meeting activity needs, including group events, individual sessions, involving internal and external sources and involving community based resources.
- ⇒ Plan a varied programme of activity based around the needs of the resident group using the identified sources in conjunction with the Home Manager and other colleagues.
- ⇒ Advertise the planned programme in an appropriate manner which encourages involvement of all residents, relatives and staff.
- ⇒ Provide activities based on the planned programme in a flexible manner, allowing for necessary changes.
- ⇒ Maintain written records of resident assessments, resident participation and activity evaluations in line with the Quality Manual.
- ⇒ Maintain a portfolio of information, including the range of activities available within the Home and the local community.
- ⇒ Regularly review resident needs, the programme of activities and levels of participation, in conjunction with the Home Manager.
- ⇒ Organise theme events as required, based on local holidays, traditions, etc.
- ⇒ Organise outings as appropriate, giving consideration to safety needs and staffing requirements.
- ⇒ Participate in fund raising events as required.
- ⇒ Some events may be outside your normal working day and it is expected that you would attend these as and when appropriate.
- ⇒ Participate in training and support meetings as required.
- ⇒ Adhere to Policies and Procedures with the Quality Manual.
- ⇒ Expect to undertake other such duties as may from time to time be required.

PLEASE SIGN AND DATE BELOW AND RETURN THIS DOCUMENT TO YOUR HOME MANAGER

Employee Signature:

Date: