



## RENAISSANCE CARE

### JOB DESCRIPTION

**Job Title:** Activities Coordinator

**Responsible to:** Home Manager

**Job Purpose:** To stimulate and motivate all residents through the provision of a varied activities programme, thereby enhancing their quality of life.

#### Key Responsibilities

- To work with all staff, residents and relatives to meet the residents social care plans.
- To organise, plan and implement meaningful activities which meet residents' needs on a group and individual basis.
- To ensure that the programme of activities contains a balance of internal and external events.

#### Main Duties

##### 1. Activities

- To plan a programme of activities, in consultation with residents, relatives, staff, and the care home manager.
- To complete the social activities preference assessment with all new admissions, and review on a regular basis, thereafter.
- To converse with residents, on a one to one basis, respecting confidentiality and privacy.
- Individual letter writing, shopping, read aloud, card/board games, and assistance with the pursuing of individual hobbies or interests.
- Assisting in fund raising activities, thereby ensuring financial resources are available to pay for outside entertainers and outings.
- Arrange activities for residents with special needs, to include reminiscence therapy, rehabilitation of domestic skills, chair exercises, music & movement, etc.
- Organise regular visits from representatives of all religious denominations, and assist in arranging transport for those residents who wish to attend church services.
- Monitor library books, talking books, etc., noting any special requests.
- Supervise resident and group activities, having regard for their comfort and safety at all times.
- Liaise with residents' and relatives' to understand their social needs.

- Maintain comprehensive records for residents' participating in activities.
- Cooperate and liaise with all other staff members and be aware of all routines that may be affected by events and activities.

## **2. Health and Safety**

- To ensure that you work in a safe environment in accordance with the Health and Safety at Work Act.
- To assist in the maintenance of a safe and healthy working environment by understanding and ensuring adherence to company Health and Safety Policy and procedures including Fire.
- To practice and promote safe working practices within the home.
- Be able to, confidently and safely, operate any mechanical aids required for resident care.
- Be able to demonstrate the correct skill in moving and handling residents.
- To be fully aware and comply with infection control policies and procedures, ensuring you use the appropriate hand hygiene technique and have adequate protective clothing such as gloves and aprons when required.
- To take responsibility for own Health and safety and that of others who may be affected by your acts or omissions.
- To report to the Manager or Maintenance person any faults, damaged furniture, faulty appliances, equipment or potential hazards.
- Report immediately to the Home Manager, or Person in Charge, any illness of an infectious nature or accident incurred by a resident, colleague, self or another.
- You will be expected to be vaccinated as a condition of employment. It also expected that you will undertake boosters vaccinations as appropriate.

## **3. General**

- To promote and ensure the good reputation of the care home as well as the Company.
- To greet visitors in a friendly manner and be able to answer the telephone politely and correctly, bringing any messages to the attention of the Person in Charge.
- To wear an identification badge at all times.
- To wear the correct uniform and keep a tidy and smart appearance.
- Understand your duty to whistle blow if you witness bad practice or harm to a resident within the Home.
- To ensure that all information of a confidential nature gained in the course of duty is not divulged to third parties.
- To attend and participate in staff/ resident meetings and attend all mandatory training.
- To undertake ongoing learning and professional development as necessary, in order to maintain high standards in the quality of work, as outlined in the job description.
- To attend and participate in supervisions and appraisals.

- To communicate effectively with other staff, relatives and visitors including professional agencies regarding residents and work in a collaborative way.
- To ensure that you are familiar with all the company's policies and procedures and understand your duty to comply and implement them when necessary.
- To undertake any other duties within the scope of this job description, at your normal place of work or at any of the company's homes.

***The job description is intended to give the post holder an appreciation of the role envisaged and the range of duties that they may be reasonably expected to undertake, however it is not definitive and may be subject to change/periodic review.***

Please sign, print your name, and date below to indicate your acceptance of this job description.

Signature .....

Name: .....

Date: .....