

Job description

Activities Coordinator

Reports to: Registered Manager Care Homes

Location:

Normal working hours:

Context of the role

Friends of the Elderly is a charity dedicated to supporting older people. We aspire to a society where all older people are treated with respect and have the opportunity to live fulfilled lives.

Our care homes provide high quality residential, nursing and specialist dementia care. We also support older people in their own home with a range of services delivered through our subsidiary Triangle Community Services, befriending and small grants. We believe no older person should be lonely and should have opportunities to engage with their community.

1. Main purpose of the job

To lead and encourage residents to join in meaningful activities whilst maintaining their independence, choice and dignity, to enable them to lead as full and active life as possible.

To create a stimulating and varied programme of leisure activities and social events, inside and outside of the home, for residents to enjoy. To work with each new resident to understand their likes/dislikes, abilities and needs to put together an individual social care plan and to evaluate regularly.

To engage the local community into the daily lives of residents by initiating contact with local community groups enabling residents to partake / continue with hobbies and interests as desired.

To recruit a network of volunteers to provide a variety of desired appropriate social opportunities as identified by the residents.

2. Working relations

Internal relations: Home Manager, care home team, residents and other local and central staff within the charity.

External relations: Relatives, visitors, volunteers and community contacts.

3. Key objectives

- To consult with each resident in order to identify their social and recreational requirements according to their likes/dislikes, abilities and personal preferences.
- To ensure the social care plan for each resident is in place within 2 weeks from the date of admission and it is kept up to date and regularly reviewed.
- To ensure that all residents receive some form of social activity each week and residents receive one to one time, particularly those that do not wish to participate in group activities. This should include opportunities within the home and the wider community.
- To liaise and consult with staff and relatives regarding the care of residents and particular activities that may be beneficial and stimulating.
- To formulate and maintain a stimulating programme of activities for groups of residents and for individuals whilst considering residents particular likes and dislikes as appropriate. To produce a weekly programme of activities and social events and ensure it is advertised within the home and communicated to all residents.
- Ensure the activity and social programme incorporates evenings and weekends.
- To liaise with relatives and staff regarding special individual requirements, such as birthdays and anniversaries, cultural and religious festivals and celebrations, and to be aware of the religious calendar that may affect activity pursuits, relevant to the ethnic mix of residents.
- To familiarise and connect with all key community groups whose particular expertise would make an invaluable contribution to the care home. To support any volunteers in their role and ensure they receive appropriate induction, training, supervision and support.
- To promote and enhance the existence of the home in the community and encourage the use of communal spaces within the home for groups to meet and hold events.
- To regularly assess the effectiveness of the social events and activities programme.
- To work as an active team member with your colleagues within the home to ensure the highest standards of care are achieved.
- To undertake any reasonable request which facilitates the resident's right to choice, dignity and respect.

4. Related tasks

- To assist and support residents at meal times as required, ensuring the appropriate equipment is available and the ambience is conducive to a relaxed environment.
- To provide inspirational resources and ideas to care staff for group and 1-1 social events.
- To assist residents with their personal needs in emergency situations.
- To assist residents who have dementia with activity sessions, reminiscence support, mobility, encouragement and general support within a residential home.
- To be familiar and competent in using risk assessments for outside trips, with assistance from the team.
- To ensure all activities are documented in the activities diary.
- To keep our communications team informed of any special events within the home so they can assist the team in advertising the home locally, e.g. in the local paper.
- To ensure that the programme of activities is within the budget allocated by the home and maintain an appropriate stock of equipment for activities.
- To report any accident or complaint to the manager and record this appropriately.
- To attend regular staff meetings and 1:1s and to ask the shift leader each day for an update of any changes in the home. To provide feedback to the care team of any concerns regarding a resident's health and well-being.
- To obtain resident feedback through one to one reviews and attendance at resident meetings.
- To undertake any other duties, within your area of competence, as required by the Manager.

5. Policies and procedures

- To be familiar with and comply with the charity's policies and procedures.

6. Supervision and appraisal

- To attend regular supervisions with your line manager and participate in the Annual Appraisal Scheme.

7. Learning & development

- To undertake statutory and mandatory training to meet the requirements of current legislation and attend appropriate training courses to enhance personal and professional knowledge and skills.

8. Confidentiality

- All staff must respect the confidentiality of any matters they may learn in the course of their duties relating to members, staff and the general public as well as matters of business concerning the Charity.

9. Safeguarding

- To ensure that the people your service supports are protected from abuse and neglect; to follow the FoTE Safeguarding Procedure and, if you witness or suspect abuse, to report it promptly as required by the procedure.

The duties and requirements in this job description are not exhaustive and amendments and additions may be required in line with future policy changes.