



JOB DESCRIPTION

Job Title	Activities Co-Ordinator
Responsible To	Home Manager

Purpose of Position

To provide ongoing and planned organisation of the residents recreational day, to include suitable outings, social gatherings and activities to enhance the lifestyle of residents in the home. To maintain records relating to all financial transactions.

WORKING RELATIONSHIPS

Internal

To have a commitment to multidisciplinary team working and therefore the working relationship will be with all members of the homes' team and its residents.

External

Liaison with outside agencies, volunteers, relatives and carers of the residents.

Principal Responsibilities

- To encourage staff to participate in all activities, both group and individual.
- To understand the philosophy of the organisation and the home and in conjunction with all staff groups ensure and promote a homely atmosphere where residents choice, rights, freedom and dignity are preserved.
- To plan, and advise staff, residents, relatives and carers of suitable activities and there availability.
- To organise and participate in regular outings, shopping trips and recreational activities both within and outside the home.
- To plan and participate in regular social functions for all residents.

- To organise transport facilities as required, both from within the home and outside agencies.
- To organise suitable social activities for residents confined to bed
- To create relative support groups and involve relatives and carers as much as possible in all aspects of social and recreational activities.
- To attend staff meetings, training courses for professional personal development as directed by the Home Manager.
- To participate in fund raising events for the home.
- To work closely and develop further links with voluntary agencies, advising on types of voluntary services needed and to then give support and advice to volunteers as required.
- To receive regular supervision and guidance by the Home Manager.
- To keep M.I.D.A.S. training up to date and ensure all drivers are trained and their driving licences checked annually.
- To assist residents relatives/carers with regard to arranging weekend visiting etc.
- To assist the Home Manager in the development of change.
- To communicate effectively and talk to local organisations, schools, churches etc. about the work of the organisation and the needs of individuals with dementia.

Health and Safety

To exercise responsibilities under the Health & Safety Act 1974 and be familiar with all policies pertaining to the home.

Qualifications and Experience

- Full driving licence with no penalty points and no previous driving convictions of a serious nature.
- To have experience of driving mini-buses, and understand how various driving styles can affect residents with physical disabilities.
- The post holder must have an outgoing personality, be able to organise and motivate staff, create and maintain good working relationships with all personnel.
- A knowledge of the needs of the elderly and people with dementia is essential, as is an empathetic understanding towards the residents, their relatives and carers.

Working Conditions

A 37.5 hour week will be worked which will include shift/some weekend work and unsociable hours to meet the needs of the service.

The contents of this job description will be reviewed after 3 months, after consultation with the post holder, and amended as necessary.