**Job Title**: Activities Coordinator

**Reports To**: Home Manager / Person in charge

**Responsible To**: Home Manager

**Job Purpose**

To provide a wide range of activities to interest and stimulate the physical and mental state, and well-being of the residents. To understand the need of promoting the philosophy of privacy, dignity, independence, choice, rights and fulfilment for all residents, therefore treating everyone with respect.

**Principle Responsibilities**

1. To participate in enhancing the social well-being of the residents to provide as far as possible, a happy and stimulating experience. Help residents to socialise within the care home.
2. To plan ongoing weekly activity rotas in conjunction with the residents wishes, and encourage residents to maintain pre-existing hobbies.
3. The daily programme of events will be produced as per Company Brand Standard.
4. All programmes and notifications of events will be presented and displayed as per Company Brand Standard.
5. Maintain full and accurate records of activities using the relevant documents in order to monitor, record and evaluate individual and group participation and success.
6. Foster good community relations and assist in the organisation of fund raising initiatives within the home.
7. To assist the Home Manager in actively marketing the home and promoting a positive profile within the community.

**Health & Safety**

1. To be responsible for your own Health and Safety and that of anybody else who may be affected by your acts or omissions.
2. To complete risk assessments on activities, outings and events as necessary.
3. Promote safe working practice in the care home.

**Communication**

1. Report any changes in residents’ physical or emotional condition to the Home Manager or Care Leader in charge.
2. Provide comfort and company, on a one-to-one basis for residents who are unable to participate in any form of activity.
3. Arrange and participate in staff and resident meetings as and when required.

**Training and Development**

1. Ensure all staff members know how to use appropriate equipment.
2. Complete mandatory induction and training courses as and when required.
3. Maintain professional knowledge and competence.

**General Duties**

1. To carry out any other tasks that may be reasonably assigned to you.
2. Ensure that resident confidentiality is maintained at all times.
3. Ensure all equipment is in good working order, clean and maintained.

This job description is not exhaustive and may be amended to meet changing needs and such other reasonable duties as may be required.