

Role title	Wellbeing/Activities Co-ordinator	Grade	
Reports to	Home Manager	Salary Band	
Job Pool		Job Code	
<b>Role Purpose</b>			
<p>To plan and implement a variety of activities that meet group requirements and help Residents to socialise within the Care Home.</p> <p>To provide kind, respectful and person-centred care to those in our care, while promoting independence and a positive sense of well-being.</p> <p>To comply with internal and external regulatory standards to ensure the home is safe and comfortable for residents and visitors at all times.</p> <p>To assist the Home Manager to organise fundraising events, and engage with the local community to promote the Care Home and its reputation in the provision of care and support for Residents.</p>			
<b>Main Activities</b>			
<p><b>Providing day-to-day support to Residents:</b></p> <ul style="list-style-type: none"> <li>- Organise and promote a variety of group activities to help the Residents socialise within and outside of the care home, whilst ensuring that their health, safety and wellbeing is maintained at all times</li> <li>- Plan and initiate new / on-going individual activity programs that encourage Residents to maintain pre-existing or take up new hobbies and interests.</li> <li>- Provide companionship, comfort and engagement to Residents who are unable to participate in other planned activities.</li> <li>- Arrange and accompany Residents to off-site activities to enhance overall enjoyment.</li> <li>- Develop and/or assist with fund raising activities and budgeting for the provision of entertainment, materials and outings.</li> <li>- Arrange / participate in Staff and Residents meetings, as and when required.</li> </ul> <p><b>Supporting Families and Visitors:</b></p> <ul style="list-style-type: none"> <li>- Encourage Colleagues, Relatives and Friends to participate in the Care Home's activity programmes and special events.</li> <li>- Engage with the local community to promote the Care Home and its reputation in the provision of care and support for Residents.</li> </ul> <p><b>Supporting/Coaching Employees:</b></p> <ul style="list-style-type: none"> <li>- Ensure that Colleagues understand the aims and objectives of recreational therapy.</li> <li>- Assist the Home Manager when interviewing relevant volunteers and assistant Staff Members, and supervise their work, in line with the Company's policies and procedures.</li> </ul> <p><b>Adhering to Internal and External Compliance:</b></p> <ul style="list-style-type: none"> <li>- Report any changes in Residents' physical or emotional condition to the Home Manager or Person in Charge.</li> <li>- To act appropriately to ensure the safety and welfare of Residents and others while considering their specific needs</li> <li>- To maintain confidentiality and privacy for all Residents while safeguarding them from harm by the disclosure of information which relates to suspected wrongdoing</li> <li>- Ensure the Care Home's resources are used appropriately to minimise waste and reduce risk.</li> <li>- To attend required training sessions while also maintaining up to date with all required e-learning sessions.</li> <li>- Maintain full and accurate records of daily activities using appropriate documentation, and assist the Named Carer to review and update Residents Care Files.</li> </ul>			

This Job Description indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list, and the role holder may be required to undertake other duties appropriate to the role.

#### Health and Safety

- 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.
- Understand and ensure the implementation of the Care Home's Health and Safety policy, and Emergency and Fire procedures

#### Safeguarding

Safeguarding is everyone's responsibility and therefore it is important that you are able to recognise the signs which may indicate possible abuse, harm or neglect in its different forms and know what to do if there are any concerns. All colleagues are required to attend safeguarding training appropriate to their role and to undertake additional training in associated areas. You also have the ability to seek appropriate advice and report concerns, including escalation if action is not taken.

#### Qualifications and Skills Required

**Essential:**

Confident Verbal and Written Communication skills  
 Good ability to maintain confidentiality and records  
 Time management  
 Planning and Organisation  
 Team work  
 Initiative  
 Experience of working with vulnerable individuals

**Desirable:**

Knowledge of developing activity programmes  
 IT skills  
 Experience of working on care plans  
 Experience working in the care sector or similar environment  
 Experience working in a similar role  
 Knowledge of dementia

Financial Accountabilities	Risk Accountabilities	Headcount Responsibility
- Ensure the Care Home's resources are used appropriately to minimise waste.	- Must adhere to Cornerstone guidelines. - Must escalate all changes to residents and risks within the home immediately	- none