

### Our Values:

- Support and listen
- Use an open, honest culture
- Put you at the heart of our service
- Ensure you feel safe
- Respect your life choices
- Be kind and compassionate



**Job Title:** Activities Assistant  
**Salary:** £11.03 per hour plus enhancements for weekend working  
**Reporting to:** Home Manager / Shift Leader  
**Hours of work:** Flexible up to 36 hours per week, some weekend, evening and bank holiday working required

### Job Purpose

To arrange and deliver appropriate, creative, interesting, and stimulating activities to elderly, vulnerable and frail residents, some of whom are living with dementia. These should provide opportunities to use and develop skills and enhance quality of life.

### Main Duties and Responsibilities

- Create and produce a programme of innovative and engaging activities for residents of differing physical and mental abilities
- Liaise with organisations such as Shropshire Reminiscence and Age Concern, and local entertainers to support the programme
- Generate communication material clearly letting residents know when and where activities will take place, and record photographically for posterity and promotional purposes
- Contribute towards creating a warm, reassuring, and homely atmosphere and providing companionship and a friendly face
- Contribute to the cleanliness and tidiness of the home, adhering to our infection, prevention and control policies and procedures
- Encourage residents to sustain their health, fitness, and mobility, to best maintain their independence, and provide support where needed
- Promptly report any information, issues or concerns regarding the care, support, wellbeing or behaviour of residents or colleagues

### General

- Work effectively in your team, sharing knowledge and best practice
- Comply with company policies and procedures and ensure up to date knowledge
- Practice responsible safeguarding, raising awareness of risks and hazards
- Keep accurate records
- Maintain confidentiality
- Promote anti-discriminatory behaviour, being culturally sensitive about personal characteristics

The duties and responsibilities in this job description are not exhaustive but represent the type of work required. The postholder will be required to undertake other duties appropriate and consistent with the purpose of the job.

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<b>Selection Criteria</b> <b>A = Application Form, I = Interview, T = Test or Case Study, P = Personal Assessment</b>	<b>Essential (E) or Desirable (D) Criteria</b>	<b>Assessment Method (A, I, T, D)</b>
<b>Attributes / Skills:</b>		
1. Effective communication	E	A, I
2. Interest in working in residential care setting	E	A, I
3. Ability to build meaningful relationships whilst maintaining professional boundaries	E	I
4. Punctuality and reliability	E	I
5. Conscientiousness, care, and compassion	E	I
6. Patience	E	I
7. Empathic approach	E	I
8. Willingness to participate in training sessions as required	E	I
9. A reasonable level of fitness	E	P
10. Commitment to Equality, diversity, and inclusion	E	I
11. Clear understanding of confidentiality	D	A, I
12. Able to deliver excellent customer service	D	A, I
13. Creative and innovative approach to activities	D	A, I
14. Confident in using standard IT packages for recording data and researching information	E	A, I
<b>Experience:</b>		
1. Experience in a social care environment	D	A, I
2. Experience of working with older people	D	A, I
3. Experience of working with people with dementia	D	A, I
4. Understanding of safeguarding adults at risk	D	A, I
5. Experience in the hospitality industry	D	A, I
6. Experience of physical fitness or mental wellness industry	D	A, I
<b>Qualifications / Training:</b>		
1. National Care Certificate (CQC)	D	A
2. QCF Level 2 Award in Supporting Activity Provision in Social Care	D	A
3. QCF Level 3 Certificate in Supporting Activity Provision in Social Care	D	A
4. First Aid	D	A
5. Dementia awareness	D	A, I
6. Health and Safety, e.g., moving and handling	D	A, I

This Job Description and Person Specification are revised periodically and amended as necessary to ensure that the content reflects the needs of the service.