

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 Co-Ordinator
Reporting to: Home Manager / Deputy Manager

Job Purpose

To oversee, arrange and be part of the team that deliver appropriate, creative, interesting, and stimulating activities to elderly, vulnerable and frail residents, some of whom are living with dementia.

Main Duties and Responsibilities

- Lead the team of activities assistants to deliver meaningful activities
- 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 leading the 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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Selection Criteria A = Application Form, I = Interview, T = Test or Case Study, P = Personal Assessment	Essential (E) or Desirable (D) Criteria	Assessment Method (A, I, T, D)
Attributes / Skills:		
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
Experience:		
1. Experience in a social care environment	E	A, I
2. Experience of working with older people	E	A, I
3. Experience of working with people with dementia	E	A, I
4. Understanding of safeguarding adults at risk	E	A, I
5. Experience of leading others	E	
Qualifications / Training:		
1. National Care Certificate (CQC)	D	A
2. QCF Level 3 Award in Supporting Activity Provision in Social Care or Equivalent	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.

I acknowledge the receipt of the above job description:

NAME: _____

SIGNATURE: _____

DATE: _____