

**JOB DESCRIPTION – ACTIVITIES COORDINATOR**

Version 1.0

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**Job Title: Activities Coordinator****Location: 2A Paragon Street, Stanhope, Bishop Auckland, Co. Durham, DL13 2NN  
23/24 Summerhill, Shotley Bridge, Consett, Co. Durham, DH8 0NQ****Reports to: Manager (Proprietor)****Job Purpose**

The success of Rayson Homes Ltd. depends upon the delivery of high quality care within a clean, comfortable and safe environment.

The role of the Activities Coordinator is to identify, promote and support equal access to individualised social activities and interventions for residents who reside in the Home.

The Activities Coordinator reports directly to the Manager and will be expected to demonstrate the ability to promptly implement all instructions and directives put forward by the Manager. The success of the Home depends primarily upon the team work, capability and effective performance of all those responsible for the completion of key responsibilities and tasks.

The Activities Coordinator must be aware of the Home's philosophy and values while working as a member of the team to ensure a happy and caring atmosphere.

All members of staff are required to be flexible and would be reasonably expected to complete duties as requested that may not be outlined in the job description should it be deemed necessary, to ensure that the highest standards of cleanliness are delivered and maintained in the Home.

**Main Duties & Responsibilities**

**Activities Coordinator duties** (to reflect capabilities / competencies):

- To identify and organize a variety of social activities / diversional therapies within and out with the Home, considering residents' particular likes, dislikes, abilities and care needs as appropriate.
- To encourage, support and provide practical help to all resident to maximise their inclusion in activities which will promote their wellbeing.
- To organize, and be involved in, activities that involve community visits outside the Home. To co-ordinate the availability of transport for residents for such visits.
- To plan activities and determine / set timetables ensuring that these are communicated in a timely fashion to residents and their family, friends and staff.
- To be responsible for liaising with, accessing and involving local organizations and agencies within social events within the home e.g. churches, WI, library, schools etc.
- To ensure the provision of specialist equipment / media for residents with special needs (news tapes, book tapes, large-letter books and Braille, as required)
- To communicate and liaise with relatives and friends of residents as needed.

- To organize, facilitate and support fund raising events.
- May be required to provide some duties to support residents in maintaining their activities of daily living e.g. accompanying residents to the toilet, providing refreshments (In accordance with their competence, confidence awareness of an individual's current care needs and supported by the care team)
- To liaise with Care Staff regarding:
  - The care of residents and particular activities that may be beneficial and stimulating.
  - Special individual or cultural / religious requirements, such as the celebration of birthdays and anniversaries and being aware of their religious and spiritual needs
  - Ensure assessments and activities are documented appropriately and in a timely fashion i.e. Care Plan, Personal records etc.

### **Health and Safety**

- Promote, encourage good practice and comply with all Health and Safety, Moving and Handling, Food Hygiene / Safety, COSHH, First Aid and Fire and Emergency Procedures in the Home
- Maintain a safe working environment when undertaking activities within the home and ensure the correct use and storage of equipment.
- Adhere to Company procedures relating to Infection Control and Waste management
- Use PPE equipment that is provided
- Ensure that a high level of cleanliness is maintained at all times within the Home
- To ensure safe and secure storage and disposal of equipment and hazardous material (COSHH)

### **Communication**

- Attend and take part in staff meetings and training
- Utilise good communicate skills to communicate effectively with residents, family members and friends.
- Liaise with residents, colleagues and other multi-disciplinary team members to promote good practice.
- Answer the Home's telephone and take comprehensive messages in writing for the Manager's / Managing Director's attention.
- Inform the Qualified Staff / Manager or Managing Director immediately if any serious difficulty or abnormality takes place.

### **Miscellaneous**

- To undertake any other reasonable duties as and when required and within your capability

- The 'Lead' Activities Coordinator will have additional roles and responsibilities which may include, chairing residents meetings, staff supervision, appraisal, representing the Home at meetings, managing finances etc.

## SKILLS AND PERSONAL CHARACTERISTICS

- **Communication:** Ability to communicate clearly and effectively with residents, visitors, colleagues, and management. Ability to follow instruction and directive when required.
- **Organisation:** Able to work as an autonomous practitioner, identify, planning and implementing activities, while effectively prioritising workload.
- **Observation:** An ability to notice changes in residents' conditions and the environment.
- **Drive to get the job done:** Approaches tasks with enthusiasm, proactively deals with issues and remains focused under pressure.
- **Initiative:** Looks at current practices and seeks ways to improve them.
- **High standards of working:** Pays attention to detail, is thorough and accurate and sets high working standards.
- **Team Worker:** Works effectively as part of a team, shows respect regarding the views of colleagues and is open and honest. Ability to work without supervision and uses own initiative.
- **Flexible:** Adopts a flexible approach to working practices and hours.

## Experience and Qualifications

### Essential

- Knowledge / experience in planning / being involved in social activities.
- Excellent communication and interpersonal skills
- Willingness to undertake training appropriate to the role

### Desirable

- NVQ qualification in Health and Social Care
- Emergency First Aid Certificate

***Rayson Homes reserves the right to amend this Job Description from time to time, according to business needs. Any changes will be confirmed in writing. Please note that you share the responsibility for making suggestions to alter the scope of your duties and improve the effectiveness of your post.***

***Please sign, print your name and date below to indicate acceptance of this Job Description.***

**Signed:** .....

**Date:** .....

**Name (printed):** .....