

Job Description

Job Title: Activities Organiser

Department: Residential Home

Primary Objectives:

To enhance the quality of life of people who live in the home, through the provision of activities.

Main Duties:

1. Fulfilling the Regulations of the Health & Social Care Act 2008 (Regulated Activities), the Care Quality Commission Regulation 2009 and to meet the Essential Standards of Quality and Safety.
2. To ensure that all Policy & Procedures of Vista are fully implemented in the Home.
3. To ensure that the Home is run in accordance with the Vision and Mission Statements of Vista and in keeping with Vista's Core Principle, Charter or Rights and Vista's Code of Conduct.
4. To use existing Support Plans to identify the needs of the visually impaired/dementia of people living in the Home, with regard to activities.
5. To organise an activities programme that meets these identified needs that improve the emotional well being, provide cognitive stimulation as well as relieve loneliness and boredom. This programme will involve a variety of activities, including craftwork, exercise programmes, social activities, entertainment and outings.
6. To abide by the principles and practices of the Eden Alternative.
7. To develop a range of cognitively stimulating activities which are specifically suitable for people with dementia.

8. To work in conjunction with all staff within the Home to promote positive interactions with Service Users and their families.
9. To provide support and direction for all volunteers working in the Home as appropriate.
10. To provide personal care as required, to maintain the dignity and wellbeing of the Service User.
11. To liaise with the Homes Senior Staff to ensure that activities are not detrimental to the person's health and do not superseded their care needs.
12. To liaise closely with families, Key Workers and other professionals to ensure that they are aware of changes and developments.
13. To establish links, raise awareness and increase opportunities for Service Users to get involved in the local community.
14. To welcome and assist family members, friends and other visitors of people who live in the Home.
15. To carry out Risk Assessments in regard to activities as per individual needs.
16. To document, record activity budgets, in conjunction with Manager
17. To monitor, evaluate and review the activity programme and the needs of individuals to ensure that the programme continues to meet the needs of all participants. To record activities and their outcomes to a high standard for internal and external inspection.

Additional responsibilities

- 1) To ensure activities comply with current law
- 2) To operate within the law at all times, with particular reference to health and safety; safeguarding; equality and data protection legislation
- 3) To work flexibly, including additional hours from time to time to meet the needs of the job, and some unsocial hours working

Prepared by: PS /JR

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This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Criteria	Essential	Desirable	How Identified (e.g. form, interview, test)
Qualifications & Training		<ul style="list-style-type: none"> ▪ Health & Social Care Level 2 	Application form, Interview and Certificates
Experience	<ul style="list-style-type: none"> ▪ Experience of working with vulnerable people either in a paid or voluntary capacity in excess of 12 months. ▪ Experience of working with people who have a dementia. ▪ Experience of delivering large group and individual activities. ▪ Experience of delivering personal care. 	<ul style="list-style-type: none"> ▪ Previous experience of working with people with a sight loss 	Application form/interview /references
Skills & Knowledge	<ul style="list-style-type: none"> ▪ Ability to work on own initiative and as a member of a team. ▪ Ability to work in a person centred way. ▪ Ability to communicate well in English, both in writing & verbally. ▪ Ability to complete reports & develop activity plans to a high standard for internal and external inspection. ▪ Ability to work closely with people and their families. ▪ Practical skills e.g. arts, crafts or related activities. ▪ Motivations to enhance Service user's lives through activities. ▪ To work with and motivate all staff to promote positive interactions for all Service users and families. ▪ Understanding of the benefits of activities. NVQ Level 2 in Care/Promoting 	<ul style="list-style-type: none"> ▪ Knowledge of Key Worker or similar system. 	Application form, Interview and Certificates

	Independence/Health & Social Care.		
Personal Qualities	<ul style="list-style-type: none"> ▪ Excellent communication skills written & verbal. ▪ Show empathy passion and be committed ▪ Work on own initiative. ▪ Prioritise workload. ▪ Motivated and committed to enhancing the lives of Residents to enable a better quality of life. 		I
Other	<ul style="list-style-type: none"> ▪ Commitment to Equal Opportunities and Vista's Statement of Culture, Values and Core Principles. ▪ Ability to undertake moving and handling tasks to support Service Users. ▪ Must be able to work flexibly including evenings, nights, weekends and Bank Holidays in accordance with the needs of the home. 	<ul style="list-style-type: none"> ▪ Knowledge of moving and handling techniques and equipment. ▪ Driving Licence 	<ul style="list-style-type: none"> ▪ Interview ▪ Interview ▪ Interview