



## Activities Coordinator

### Job Description:

- Responsible to:** Registered Manager
- Hours:** Full-time (Day duty) between 9.00AM – 4.00PM with flexibility essential for occasional evening and weekend working as required to meet service users' recreational needs
- Location:** Brightside Manor, Cardiff
- Disclosure:** This position is subject to a 13 week probationary period, satisfactory references, and an enhanced DBS check and subsequent re-checks.

### **Job Purpose:**

To deliver recreational activities programme and support to enhance quality of life and wellbeing of vulnerable elderly varying from mild cognitive impairment to those clinically diagnosed as in the advanced stages of dementia.

### **The objectives are:**

- To lead and encourage residents to join in meaningful and structured activities whilst maintaining their independence, choice and dignity, to enable them to lead as full and active life as possible.
- To create a stimulating and varied programme of leisure activities and social events, inside and outside of the home, for residents to enjoy.
- To work with each new resident to understand their likes/dislikes, abilities and needs and provide input into the individual social care plan and with subsequent evaluation and review.
- To encourage light physical activities
- To engage the local community into the daily lives of residents by initiating contact with local community groups enabling residents to partake / continue with hobbies and interests as desired. To recruit a network of volunteers to provide a variety of desired appropriate social opportunities as identified by the residents.

### **Main Duties:**

1. Work on own initiative to plan and deliver individual as well as group activities for the residents
2. Contribute to the development of relationships between the resident groups through social and recreational activities
3. Motivate and engage people with multiple long term conditions and mental health problems
4. Prepare and deliver structured daily and weekly programme of activities and to maintain accurate records of activities delivered
5. To link with other care services and co-ordinate recreational activities and competition events between care homes as part of inter care-home activities forum.

### **Professional duties:**

6. To organise and escort residents to venues outside the care home for events and competitions in line with their activity plans
7. To host events and competitions and receive competitors from other care homes
8. To offer and provide support in a range of ways depending on individual needs including
  - Listening and emotional support

- Provision of information to the care staff to enable them to deliver holistic care in support of individual care plans
9. To ensure that practice, policies and procedures within the setting are in conformance with the Code of Practice for Professional Social Care Workers as issued and updated by Social Care Wales

**General:**

10. To be responsible for all Health and Safety issues related to the setting and its staff and volunteers and contribute to Health and Safety systems
11. To undertake administrative duties as required and make appropriate use of admin support
12. To ensure all activities are delivered within legal requirements
13. To work within the policies and procedures of the care home
14. To take part in management support and supervision as required
15. To take part in training and development activities as required
16. To undertake other tasks commensurate with the position as required

**Person specification**

| Criteria   | Essential | Desirable |
|--|-----------|-----------|
| <b>Qualifications/training</b>   |           |           |
| Awareness of dementia, ageing process and care of the elderly  | ✓         |           |
| Attended 2 day course on Meaningful Activity for People with Dementia  |           | ✓         |
| QCF Level 2 or Level 3 Award in Supporting Activity Provision in Social care   |           | ✓         |
| <b>Experience</b>  |           |           |
| Dealing with people with long term conditions and/or mental health needs   | ✓         |           |
| Working with vulnerable adults with multiple needs   | ✓         |           |
| Providing self-management support for long term conditions and/or mental health problems                                     | ✓         |           |
| Managing a caseload  | ✓         |           |
| Direct personal experience of mental distress, either as a user of services, through personal self-management, or as a carer |           | ✓         |
| <b>Knowledge</b>   |           |           |
| Different long term conditions and mental health problems and how people can be effectively supported                        | ✓         |           |
| Vulnerable and excluded groups and their needs   | ✓         |           |
| Knowledge of a range of appropriate interventions and approaches   | ✓         |           |
| Health and social care services and the voluntary sector   | ✓         |           |
| <b>Skills</b>  |           |           |
| Delivering effective activities programme appropriate for the care setting   | ✓         |           |
| Excellent verbal and written communication   | ✓         |           |
| Developing therapeutic relationships   | ✓         |           |
| Team work  | ✓         |           |
| Problem solving  | ✓         |           |
| Personal organisation and time management, including managing a case load  | ✓         |           |
| Administration and IT  |           | ✓         |
| Ability to work with minimum supervision, use own initiative and make appropriate decisions                                  | ✓         |           |
| Ability to work under pressure and meet deadlines and targets  | ✓         |           |
| <b>Other qualities</b>   |           |           |
| Caring, compassionate and person-centred approach  | ✓         |           |
| Enthusiasm and motivation  | ✓         |           |
| Commitment to Mind's values and objectives   | ✓         |           |
| Willingness to work within Mind's policies and procedures  | ✓         |           |
| Willingness to undertake professional development  | ✓         |           |
| Ability and willingness to work flexibly including at weekends/night   | ✓         |           |
| Car driver and use of own transport for work purposes  |           | ✓         |