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| **JOB TITLE:**  | Activities Coordinator **JOB DESCRIPTION**  |
| **REPORT TO:**  | Home Manager |
| ****JOB SUMMARY**** The activities coordinator will be responsible for planning and organising activities for all residents in Sycamore Care Centre, at various times during the day. There will be times when additional hours may be required in order to facilitate outings and event, therefore a flexible approach will be adopted in order for residents to receive the greatest advantage.  The activities coordinator will be required to support and facilitate resident’s social, intellectual and spiritual well-being, through activity, by supporting interests and enabling participation. To assist in the organisation and implementation of individual, group and fundraising activities to promote and support each residents aspirations.  The activities coordinator will deliver physical, psychological and social care to all of the frail elderly residents of the home.  Ensure the smooth running of the routines within the home, and involving the Keyworker system in all activities as well as any staff in the induction period. The recording and maintenance of crucial records relating to residents activities and preferences, answering enquiries from visitors, relatives, volunteers and any professional bodies associated with the provision of holistic and recreational care of the residents.  The activities coordinator will also be responsible for the organisation of fund raising events, and will set charging targets for outdoor activities and outings to ensure the basic costs are covered, and residents are making a small contribution towards the transportation to events.  ****Duties and Responsibilities**** * Deliver a high level of personal and psychological care to all residents in a professional manner.
* Maintain good communication levels with Manager, Senior Care Assistants, Chef and relatives to ensure smooth operation of role and high levels of co-operation.
* Support all areas of team working within the home, to the extent that the role remains an integral element of the daily routines.
* Complete records including electronic on Caresys to a satisfactory standard. Agree the type and quantity of record keeping with the manager on a monthly basis.
* Record each resident’s participation on Caresys on a daily basis.
* Ensure the individual rights of residents and staff are safeguarded in accordance with the Home’s philosophy of care by being aware of the working practices and activities being actioned.
* Maintain client, staff and business confidentiality at all times
* Plan daytime and evening time activities.
* Maintain an awareness of the Health and Safety requirements.
* Coordinate the activities program with other services in the facility.
* Assess resident’s needs and develop resident activities goals for the written care plan.
* To add to the individual care plan at every 6 month review, the preferred activities undertaken for the 6 months prior.
* Encourage resident needs and develop resident activities goals for the written care plan.
* Encourage resident participation in activities and document outcomes.
* Make sure that there is an activities presence in each lounge at all times during the day.
* Become familiar with each resident’s life story and provide reminiscence therapy in line with this.
* Make photographic record of activities being enjoyed and maintain activities album
* Work individually and within the team to provide the necessary back up for all staff, to a standard commensurate with aims and objectives of the Home and in consideration of its residents.
* Observe and maintain high levels of communication within the teams of staff, individual colleagues and residents.
* Knowledge of event planning practices and techniques
* Public speaking experience
* Maintain client and business confidentiality at all times.
* Carry out any additional duties as requested.
* Undertake any additional training and development programmes the Home may consider appropriate to enhance your contribution to the work at this home.
* Physically able to perform duties such as standing for long periods, squatting, bending and lifting heavy objects
* Review on a regular basis the job description for your post and to agree any changes.

**Tasks and responsibilities within your area of capability may vary occasionally depending upon the needs of the business. You may be asked to undertake a variation of your normal routine to meet these needs. Your enthusiasm and flexibility will be appreciated.** **Personal Skills and Traits Desired:**  * Good communication skills. Both verbal and written.
* Re-sourcefulness
* Ability to coordinate and conduct activities.
* Creativity and use of initiative.
* Ability to make decisions.
* Ability to be organised and efficient.
* Ability to meet deadlines.
* Basic computer skills.
* Persuasive and lively personality
* Good listener, sympathetic & kind
* Observant
* Even tempered & patient
* Creative, imaginative & innovative
* Adaptable & flexible
* Calm under stress
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This job description indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list.

Sycamore Care Centre reserves the right to amend this job description from time to time, according to business needs.