

Job Description

Job Title	Activity Coordinator
Responsible To	Registered Manager
Accountable To	Regional Manager

Main Purpose

To provide daily activities and engage with the people we support to lead a valued and fulfilling life, enabling them to achieve their goals in socialising and being active whilst working in accordance with company philosophy of care and values, policies, procedures and all relevant legislations.

Key Responsibilities (Duties not exhaustive)

1. Provide a structured daily/weekly activity programme for the people we support and possibly those from outside to come and participate. This may involve some weekend / evening work when necessary.
2. Provide an environment where the people we support can socialise and participate in joint or individual activities.
3. Keep a daily log of activities organised and who took part
4. Ensure the activities area is kept clean, tidy and a safe environment.
5. Ensure supplies are easily accessible to people we support at all times.
6. To organise with assistance from management, parties, and functions within the home for the people we support.
7. Hold monthly residents' meetings
8. Ensure the people we support are involved in any decisions for decorating, Menus changes and celebrations.
9. To encourage / promote socialising and participation
10. To rota one Saturday a month in which an activity can be arranged for people we support
11. To provide regular reports to key workers on progress for the people we support
12. Liaise with care & Support staff to assist in organising outings and short breaks.
13. To ensure risk assessments for activities are kept up to date and accurate
14. To complete any other duties and responsibilities when requested, which are commensurate with this role.
15. To be personally accountable for the standard of your practice.
16. Reports concerns and important matters to line management in a timely manner
17. To maintain the confidentiality of information.
18. To maintain and work with an up to date knowledge of each individual's preferred method of communication.

19. Work as part of a staff team in a constructive and supportive manner, attending and participating in regular staff meetings and contributing to a culture of open communication and constructive feedback with colleagues.
20. Participate in regular supervision and annual appraisals and take personal responsibility for your own learning.
21. Attend all relevant training/development provided and take responsibility for putting your learning into practice on a daily basis.
22. Maintain a working knowledge of and comply with Care Quality Commission (CQC) Fundamental standards, company policies, procedures and guidelines.
23. To work in accordance with company values.
24. To support behaviours that challenge, safely and supportively, by using the skills and approved approaches (both theoretical and practical) learnt through training, thus promoting positive behaviour management.
25. Adheres to working hours required, demonstrates flexibility to ensure the service is covered.
26. To ensure the safety of the people we support and the security of the premises.
27. To support all individuals in line with operational requirements. This involves working as part of a team or lone working in order to maintain a stable, happy, and caring environment that puts the health, safety and welfare of the people we support first.

Additional Duties

It is the nature of the work that task responsibilities are in many circumstances unpredictable and varied. All employees are therefore expected to work in a flexible way when the occasion arises in order that tasks which are not specifically covered in their job description are covered.