



**Mead Medical Services Ltd**

**Job description**

<b>JOB TITLE:</b>	Activities Coordinator
<b>REPORTING TO:</b>	Home Manager
<b>JOB PURPOSE:</b>	To plan and implement activities appropriate to Service User's needs and requests. To assist Home Manager to organise fundraising events.

**Qualifications and Skills:**

- ❖ Proven ability to develop and organise a range of events/activities for Service Users in all Service User categories.
- ❖ Good communication and organisational skills.
- ❖ Team player
- ❖ Ability to work on own initiative
- ❖ Friendly creative and confident
- ❖ Genuine interest in working with the relevant Service User group
- ❖ Satisfactory police check and satisfactory check against the relevant registers within the PVG Scheme
- ❖ N/SVQ Level 2 in Health and Social Care or working towards this certificate (You will have to pay for this course if you do not already have the certificate. You will be assisted to find a training provider)

**Desired:**

- ❖ Previous experience of working with the relevant Service User group
- ❖ Qualification in remedial/occupational therapies
- ❖ Flexible approach towards working routines

## **Main Responsibilities:**

### Activities:

1. Help Service Users to socialise within the care centre, and provide a variety of activities that cater for all tastes.
2. Plan and initiate monthly rolling/individual programmes, and encourage Service Users to maintain pre-existing hobbies.
3. Encourage staff members, relatives and friends to participate in the care centre's activities.
4. Accompany Service users, where possible, to offsite activities, which occasionally take place out with normal working hours.
5. Help to create an atmosphere that suits individual Service Users within the care centre.
6. Assist with fund raising and budgeting, for entertainments, materials and outings.
7. Maintain full and accurate records of daily activities using appropriate documentation, and assist the named carer to review and update Service User care files.

### Communications:

1. Discuss the aims and objectives of recreation therapy with other staff members.
2. Report any changes in Service User's physical or emotional condition to the home manager or person in charge.
3. Provide comfort and company, on a one to one basis, for Service Users who are unable to undertake any form of activity.
4. Arrange /participate in staff and Service User meetings, as and when required.

### Human Resources:

1. Assist the Home Manager when interviewing relevant volunteers and assist staff members, and supervise their work, in line with the company's policies and procedures.

### Marketing:

1. Actively market the care centre and promote a positive personal/professional profile within the local community, ensuring the good reputation of the care centre at all times.

### Training and developing:

1. Ensure all staff members know how to use the appropriate equipment.
2. Attend mandatory training days/courses, on or off site, as and when required.
3. Maintain professional knowledge and competence.
4. Take responsibility for your registration and maintaining your registration with the SSSC. This includes keeping your portfolio of training up to date, with the correct number of hours training and evidencing training courses attended with certificates so as to remain on the SSSC register. Also to make the appropriate payment to the SSSC, within time scales, so as to remain on the register.

### Health and safety:

1. Report immediately to the home manager, person in charge, any illness of an infectious nature or accident incurred by a Service User, colleague, self or other person connected with the Home.
2. Understand and ensure the implementation of the care centers health and safety policy, and emergency and fire procedures.
3. Report to the home manager any faulty appliances, damaged furniture, equipment or any potential hazard.
4. Promote safe working practice in the care home.

### Confidentiality

1. Ensure the confidentiality of information gained whilst performing your duties. If you are in any doubt about divulging information about a Service User or the Company's business to a third party, then please seek advice from you manager before communicating such information.

### General:

1. Notify the home manager or the person in charge as soon as possible of your inability to work and also on your return to work from all periods of absence.
2. Ensure the security of the care centre is maintained at all times.
3. Adhere to all company policies and procedures relevant to this role within the defined time scales.
4. Ensure all equipment is clean and well maintained.
5. Carry out any other tasks that may be reasonable assigned to you.

### At All Times:

1. Observe the Company's Health and Safety Policy and be aware of your personal responsibilities for health and safety and to keep to safe working practices at all times.

This job description indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list.

Mead Medical Services reserves the right to amend this job description from time to time according to the needs of the business, but this is a correct reflection of the duties involved at the time of writing.

Any changes will be confirmed in writing. Please note that you share with Mead Medical Services 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 your acceptance of this job description.

Signature: .....

Name:..... Date:.....