job description ACTIVITIES COORDINATOR

**JOB SUMMARY**

The post holder will participate as an integrated team member in the provision of a comprehensive and quality activity service aimed at maximising independence and maintaining optimum levels of everyday skills.

* Use technical/creative skills to plan and provide a flexible, resident centred activity programme for individuals and groups with a diagnosis of learning disability and other complex needs such as Autistic Spectrum Condition.
* Organisation of activity provision, focussing on functional daily living skills and reducing risk issues
* Working with both individuals and groups

**DUTIES AND RESPONSIBILITIES:**

* To work as a member of a team with minimal support in planning, organising and providing a program of residential and/or community based therapeutic interventions.
* To undertake skilled technical/creative work to support and engage residents in meaningful therapeutic activities to promote independence and wellbeing.
* To implement a range of activities that instruct and guide the resident to achieve

agreed goals.

* To work facilitating group or individual work as directed by the Manager.
* To monitor resident’s progress, taking account of their environment and adjust own approach accordingly. Liaise with the Manager to provide relevant feedback on progress made and activities attended.
* To continually assess the resident’s function and report and discuss observations
* with the Manager and other members of the MDT when required
* To undertake delegated tasks to contribute to the safe and smooth running of the service.
* To form professional relationships with resident’s, who often exhibit challenging behaviours and communicate with them in a way that is sensitive and respects their views, autonomy and culture by using motivation, negotiation and de-escalation strategies, and in a mode of their own preferred communication style.
* To report effectively to the team on residents performance/progress in areas of self-maintenance, productivity and leisure, including feeding back in meetings as delegated by the Manager.
* To provide relevant information, written and oral, for documents relating to resident’s progress. To produce reports in consultation with registered staff for use in reviews.
* To accurately record sessions either written and /or electronic ensuring all data is maintained in accordance with Professional Standards and Company policy under the guidance of the Manager.
* To be responsible for assessing, completing and managing individual, activity and environmental risk during each intervention / activity session and feedback information to the manager to ensure the safety of the resident, self, colleagues and wider public.
* To developing links with local communities and voluntary organisations.
* To put forward ideas on how to develop the activities offered.

**LEADERSHIP, SUPERVISION AND ADMINISTRATION**

* To support residents and any support staff attending activity sessions
* To regularly review and reflect on own practice and performance through regular meetings, individual and team, supervision and appraisals.
* To take responsibility for handling an amount of petty cash and provide documentation / receipts as required. As delegated by the activities manager.
* To be responsible for when materials and resources are required, to assist with smooth running of the activity department.
* To demonstrate good time management, punctuality and reliable attendance.

**PROFESSIONAL DEMEANOUR**

* Activity staff will conduct themselves in a professional manner appropriate to the

setting.

* Activity staff will act and dress appropriately to the setting and in accordance with health and safety requirements and Company policy.
* To attend training as required

**ADDITIONAL INFORMATION**

The following supplementary information will form part of your job description.

**Codes of Professional Conduct:**

Staff are required to abide by the all relevant Company policies and procedures and any relevant national / professional Codes of Conduct or Practice.

**Confidentiality:**

Information relating to patients, employees and business of the Company must be treated in the strictest confidence. Under no circumstances should such information be discussed with any unauthorised person(s) or organisations. All staff must operate within the requirements of the Whistleblowing Policy.

**Health & Safety:**

Employees are required to ensure they are aware of, and comply with, policies and procedures relating to Health & Safety (whether statutory or Company), and assist in ensuring the compliance of other staff.

**Equality & Diversity:**

The Company is committed to ensure that no job applicant or employee receives less favourable treatment on the grounds of age, disability, gender, race, religion or belief, sexual orientation, marital status, gender reassignment or pregnancy/maternity. We fully support the right of all staff to equal opportunities and are committed to the development of a diverse workforce.

**Policies:**

It is the responsibility of staff to be familiar with Company policies that affect them, and work within the scope set out in them. Managers are responsible for ensuring staff know of, and work within the Company’s policies, procedures and protocols.

***NOTE****: Notwithstanding the detail within the job description, the post holder will undertake such duties as may be determined by the Company from time to time, up to or at a level consistent with the principal responsibilities of the post.*

**PERSON SPECIFICATION**

**ACTIVITIES COORDINATOR**

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|  | **Essential** | **Desirable** |
| ***Education & Qualification*** | * GCSE or equivalent in Maths and English or equivalent evidence of basic English literacy and numeracy skills
 | * NVQ/ QCF 2 Health & Social Care.
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| ***Experience & Knowledge*** | * Knowledge of the importance of confidentiality.
* Complies with legal obligations and safety requirements.
* Relevant experience of working with adults who have learning disabilities and complex behaviours.
* Experience of preparing and organizing activities.
 | * Knowledge of care plans in line with PCP.
* Knowledge of mental health conditions
* Knowledge of Active Support
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| ***Skills &*** ***Abilities*** | Willingness to undertake PCP with residents.* Ability to work to agreed plans.
* Good problem solving skills.
* Ability to promote independence.
* Time Management - ability to work on more than one task at a time.
* High degree of organisational skills.
* Ability to lead and work as part of a team.
* Excellent interpersonal communication and presentation skills.
* Ability to demonstrate professional attitude at all times.
* Competent IT Skills
 | Excellent creative skills* Interests/ hobbies which can be demonstrated and shared with a small group
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| ***Personal Attributes*** | * Ability to display empathy, patience and understanding.
* Flexible attitude to work.
* Energy, ambition and enthusiasm.
* Adaptability and resilience.
* Flexibility to respond to emerging initiatives which support the care of residents.
* Ability to work on own initiative.
* Clear communicator – both verbally and written.
* Approachable.
* Conscientious.
* Self-Confident.
* Reliable and Responsible.
* Honest.
* Personal drive and commitment.
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