

JOB DESCRIPTION

Job Title	Activities Coordinator
Reports to	Home or Registered Manager
Job 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 socializing and being active whilst working in the organisations philosophy of care and values, policies, procedures and all relevant legislation.
Key Accountabilities	<ul style="list-style-type: none"> • Provide a structured daily/weekly activity programme for the people we support, including family and friends where appropriate. • Ensuring an environment that allows people we support to socialise and participate in both joint and individual activities. • Maintaining a daily log of activities that have been organised, including details of all participants. • Ensuring all activities take place in a clean, tidy and safe environment. • Ensuring all supplies required for activities are easily accessible to people we support. • Organising, with assistance from the wider management team, parties and functions within the home for the people we support. • Ensuring people we support are involved in any decisions regarding decorating, menu changes and celebrations. • Holding monthly residents’ meetings. • Promoting socialising, engagement and participation in activities. • Providing regular reports on key workers on progress of people we support. • Liaising and coordinating with support teams to assist with the organisation of outings and short breaks. • Ensuring all appropriate risk assessments for activities are kept up to date and accurate. • Reporting concerns and important information to the relevant management team in a timely manner. • Maintaining confidentiality aligned to data protection policies. • Working with an up-to-date knowledge of each individual’s preferred method of communication. • Working as part of a wider team in a constructive and supportive manner, attending and participating in regular team meetings and contributing to a culture of open communication and constructive feedback. • Participating in regular supervisions and annual appraisals, taking responsibility for own learning and development. • Attending all relevant training and development provided and taking responsibility for putting all learning into practice daily. • Maintaining a working knowledge of and complying with all CQC/CIW fundamental standards, company policies, procedures and guidelines. • Working in accordance with organisation values. • Supporting behaviours that challenge, safely and supportively, using the skills and approved approaches (both theoretical and practical) learned



through training, promoting positive behaviour management.

- Ensuring the safety of the people we support and the security of the home.
- Working flexibly, including weekends/evenings, to ensure that all activities and rota requirements are fulfilled.
- Ensuring a stable, happy and caring environment that puts the health, safety and welfare of the people we support first.

It is the nature of the role that task responsibilities can be varied, unpredictable and change due to individual circumstances. All team members are expected to work in a flexible way when required, in order that tasks which may not specifically be outlined in the job description are covered effectively.

