

## **JOB DESCRIPTION - ACTIVITIES ASSISTANT**

- Responsible to:** Registered Manager or other senior member of staff directed by the registered manager.
- Purpose of Position:** To support in providing a varied and appropriate programme of activity, showing consideration for the needs, wishes and desires of the individual residents.
- Values:** To promote and adhere to the Greensleeves Care workplace values of respect, openness and responsibility.

### **Principal Responsibilities**

- Identify resident activity needs and wishes through assessment, observation and discussion.
- Liaise with residents, relatives, friends and staff, to ensure full knowledge of each resident's likes, dislikes, interests, abilities and difficulties.
- Explore the most appropriate methods and resources for meeting activity needs including group events, individual sessions, involving internal and external resources and community based resources.
- Advertise and promote the planned programme in a manner which encourages involvement of all residents, relatives and staff.
- Maintain written records of resident participation and evaluation of activities.
- In conjunction with the Registered Manager, regularly review the resident needs, the programme of activities and levels of participation.
- Assist with theme events as required, based on local holidays, traditions etc.
- Assist with outings as appropriate, giving consideration to safety needs and staffing requirements.
- Participate in fund raising events as required.
- Participate in training and support meetings as required.



- Adhere to policies and procedures within the Home and Greensleeves Care.

In addition to the duties and responsibilities listed; the job holder is required to perform other duties assigned by the manager from time to time.

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Post Holders Signature \_\_\_\_\_ Date Signed \_\_\_\_\_

Line Managers Signature \_\_\_\_\_ Date Signed \_\_\_\_\_