

Person Specification - Activities Co-ordinator

	Essential	Desirable
Qualification	None	1) Qualifications and Credit Framework (QCF) diploma in care level 2 or the equivalent. 2) One day First Aid Certificate, or equivalent.
Experience & Knowledge	1) An understanding of the needs of residents. 2) An understanding of the importance of confidentiality. 3) Can demonstrate experience in organising activities. 4) Experience of supervising or delegating work to others	1) Experience of providing care. 2) Experience of working with elders. 3) Experience of using social media, especially Facebook
General Aptitude	1) Strong communication skills. 2) Strong organizational skills.	

<p>Personal Qualities</p>	<p>1) Able to demonstrate a genuine desire to deliver activities in a care setting.</p> <p>2) Able to approach work with a flexible attitude, open to taking on new challenges.</p> <p>3) Ability to work under difficult circumstances e.g. coping with an ill or dying resident.</p> <p>4) Able to react quickly in an emergency.</p>	
<p>Greensleeves Care Values</p>	<p>Ability to demonstrate understanding and apply our workplace values. These are embedded in all roles and applicants must evidence their values.</p> <p>1) Respect - You treat residents and colleagues with dignity and value their unique life experiences and personal contributions.</p> <p>2) Openness - You act openly and honestly, building confidence in our intentions and behavior. We choose words and actions that are sincere, not misleading.</p> <p>3) Responsibility - You are committed to meeting the needs of others and behave responsibility towards residents and colleagues, being careful of the choices we make.</p>	