

## **JOB DESCRIPTION - ACTIVITIES CO-ORDINATOR**

**Responsible to:** Registered Manager or other senior member of staff directed by the registered manager.

**Purpose of Position:** To organize and provide 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.
- Plan, lead or participate in a varied programme of activity around the needs of the resident group, using identified resources, in conjunction with the Activities Assistant, Registered Manager, and other colleagues.
- Advertise and promote the planned programme in a manner which encourages involvement of all residents, relatives, staff and the wider community.
- With the support of Marketing and Communication Team, raise awareness about events and activities taking place at the care home through social media (care home's Facebook page) and articles in the local newspapers to engage with the wider community.

- Overseeing and delegating work as appropriate to the Activities Assistant(s)
- Maintain written records of resident participation and evaluation of activities.
- Maintain financial records, as required.
- In conjunction with the Registered Manager, regularly review the resident needs, the programme of activities and levels of participation.
- Organise theme events as required, based on local holidays, traditions etc.
- Organise 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 \_\_\_\_\_