



## **TOWELL BUILDING TRUST LTD**

### **JOB DESCRIPTION**

**JOB TITLE:** Activities Co-ordinator

**TO WHOM RESPONSIBLE:** Senior Diversional Therapist

#### **OBJECTIVE OF THE HOME:**

Our objective in Towell House Residential Home is to establish a holistic approach, providing person-centered care to residents of the highest possible standard.

Under the direction of the Activities Manager the post holder is responsible for the provision of Activities and person-centered needs of residents ensuring that all policies and procedures are implemented and that the highest standards are achieved and maintained in care delivery.

#### **GENERAL RESPONSIBILITIES:**

The post holder will be expected to work with integrity, honesty, openness, accountability and respect. Be aware of issues relating to information and clinical governance, Human rights, health and safety and welfare of residents and colleagues.

The post holder will assist with orientation and introduction of new staff members to the home, promoting and taking part in a culture of continuous service improvement.

Communicate effectively and maintain productive working relationships with the team and each other.

#### **MAIN DUTIES:**

1. To co-ordinate all activities in Towell House and liaise with senior staff in regard to activities.
2. Co-ordinate and provide activities as per National Minimum Standards and Home Policy.
3. Ensure the effective, timely and accurate updating of activity records, and computerised information systems.
4. Liaise with a wide range of external educational, vocational and leisure activity providers broadening the range of opportunities available to the residents.
5. Providing a holistic approach
6. To ensure the spiritual and worship needs of the residents are met.
7. Supervise volunteers within activity programme
8. Produce a weekly social events programme and ensure it is advertised within the home.
9. Consult with and assess each resident in order to identify their social and wellbeing requirements, according to their like/dislike, abilities/needs and produce plans.
10. Participate in fund raising activities
11. Knowing, understanding and implementing the home's policies and procedures
12. To report any accidents/ incidents immediately to the Person in Charge.
13. Ensure that any maintenance or repairs requiring to be carried out are reported to the Maintenance Team promptly
14. Adherence to Uniform Policy at all times.



15. Attending and participating in in-house/online training for self-development.
16. Assisting in other areas as required by Management.
17. To attend and participate in all staff meetings

**Essential:**

1. Candidates must be resident in the UK with the right to work.
2. Minimum one year's experience in a therapeutic role, voluntary or paid, gained within the last three years in a Residential/Nursing Home for the Elderly
3. The successful applicant will be able to work as part of a team but also be capable of working on their own initiative when required.
4. Good literacy and numeracy skills
5. Ability to remain calm in stressful situations.
6. Be highly motivated and dynamic with a caring nature.
7. Genuine interest in working within a caring environment.
8. Communication skills.
9. Team player.

**Desirable:**

1. Up to date records of mandatory training.
2. Level 2 Award in Supporting Activity Provision in Social Care

All employees of the Towell House Residential Home are legally responsible for all records held, created or used as part of their duties within the home to include resident, corporate and administration records whether paper-based or electronic. All such records are public and are accessible to the general public, with limited exceptions, under the Freedom of Information Act 2000, the Environmental Information Regulations 2004 and the Data Protection Act 1998. Employees are required to be up to date with the home policy and procedures on records management and seek advice if in doubt.

*This Job Description Will Be Subject to Review in The Light of Changing Circumstances and May Include Any Other Duties and Responsibilities as May Be Determined in Consultation with The Job Holder. It Is Not Intended to Be Rigid or Inflexible but Should Be Regarded as Providing Guidelines Within Which the Individual Works.*

**CVs NOT ACCEPTED**

**TOWELL HOUSE IS AN EQUAL OPPORTUNITIES EMPLOYER**

*As Regulated Facility Applicants Should Be Aware an Enhanced Access Ni Check Is Required for This Post. Applicants Should Also Be Aware a Trace on Your Access Ni Check Does Not Necessarily Disbar from Employment. Each Case Is Assessed Individually.*

*Towell House has a written policy on the Secure Handling, Use, Storage and Retention of Disclosure information. This is available on request from Towell House.*

*The Towell Building Trust Ltd has a written policy on the recruitment of ex- offenders. This is available on request from Towell House.*