



JOB DESCRIPTION

Activities Coordinator – Older People

Position	Activities Coordinator
Responsible to	Registered Manager
Job purpose	
To design, plan and implement a range of activities for residents in which to participate that are stimulating, interesting, inclusive and enhance quality of life.	
Core responsibilities	
<ul style="list-style-type: none">• To plan and run regular activities for the residents of the home.• To routinely evaluation these sessions by receiving and logging feedback from residents, families and employees to ensure that the programme is fit for purpose.• To drive the mini bus and escort residents for excursions and hospital visits.• To regularly seek suggestion and input into forth coming activities from residents including liaison with key workers to identify a varied and exciting schedule which also considers the therapeutic needs of the individual.• To run all activities in line with the allocated budget.• To regularly update the Head of Care with forthcoming activities plans.• To take responsibility for the publicity of events within the home and externally to ensure all opportunities for good public relations are developed and maintained.• Responsibility for organising community events at the home for the benefit of the residents and integration into the local community.• Any other duties as reasonably expected. <p>In line with Health and Safety Policy the job holder is expected to;</p> <ul style="list-style-type: none">• Take reasonable care of his/her own health, safety and welfare and that of other people who may be affected by his/her actions or omissions.• To comply with health and safety law and Health and safety Policies and Procedures.	

- Not to misuse or interfere with, intentionally or recklessly, anything provided in the interests of safety.

The job holder is also expected to ;

- Act in an honest, responsible and respectful manner to others.
- Be responsible for their own professional conduct.
- Comply everywhere and in all circumstances with the laws and regulations connected with their activities.
- Comply with our obligations to our key stakeholders.
- Undertake all mandatory training as required.

Person specification

Description	Rating (Essential/ Desirable)
Previous experience of coordinating activities for an elder persons group	D
Previous experience in care	D
A keen interest in Arts / Crafts / Physical education	E
A good general level of education	E
Computer literate (desktop publishing/word/emails & internet)	E

Last updated: *201010*

Signed:

Print Name:

Date: