Job Description

Job Title: Activities Co-ordinator   **Reports to:** Service Manager/Deputy

Based at: Villa Maria Residential Home   **Date:** January 2025

Job Purpose: To support the Sisters and residents with planned and ad hoc activities, through actively planning, promoting and encouraging participation. To work with the care team to develop individualised preferred activities, promoting engagement in activities for each Sister/ resident The outcomes that will be achieved will focus on an enhanced quality of life for the Sisters/ residents

Objectives	Typical Tasks
To support Sisters with planned and ad hoc activities	- Participate in 1-1 activities with Sisters/ residents (including those who primarily remain in their rooms) and in small groups e.g. sensory time, hair and beauty, listening to music, arts and craft, interactive games and reading (etc) as well as in larger groups. - Actively plan, promote and encourage participation in activities. - Develop and maintain a long term activities plan and calendar - Engage with individual Sisters/ residents to tailor diverse activities to meet their needs and preferences
To work with the wider care team in integrating activities into the whole care package.	- Document engagement in activities for each Sister/ residents - Work with the entire care team to develop, review and update individualised activity care plans - Being accountable for all areas of practice in the Home, and following the code of conduct for health/support workers - Develop and post activity displays/ information on Notice boards, accessed by the Sisters/ residents (following the activity calendar) - Promote and lead on holistic activity engagement during meals and other key times - Promote and lead on helping staff understand activities and their value to residents - Contribute to sister's/residents meetings - Develop key contacts with individuals/ organisations who can supplement/provide activities - Maintain and supervise use of activity supplies - Innovate and develop creative ways of providing diversion and worthwhile occupation - Purchase supplies within set limits/ recommend other supplies/equipment
To work with the wider team in the promotion of safeguarding.	- Report any concerns regarding safeguarding or any other disclosures to the Service Manager or Deputy Manager

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	- Receive supervision and support for the above from Deputy and Service Manager - Attend mandatory training course. - Maintain good working knowledge of relevant standards in order to implement safely and appropriately - To be aware of the Safeguarding/ Whistle Blowing Policy, SLG's (service level guidelines) and actions to be taken - Identify in house safeguarding posters to raise concerns

Skills, experience and qualities needed
- Ability to adapt existing communication skills to suit Sisters/ residents with complex communication needs.
- A flexible approach to supporting Sisters/ residents with their chosen activity.
- Ability to encourage people to participate in outings, gatherings and activities.
- Possess a Full UK Drivers licence and willing to use the Villa's own car (manual)
- Ability to motivate others.
- Able to work as part of a team
- Can think critically and problem solve to ensure individualised needs are met
- Can caringly confront and challenge sub-optimal practice to help improve practice
- Reliable, honest, trustworthy, enthusiastic.
- Basic creative skills
- Flexibility to accommodate diverse people with diverse needs
- Willing to complete and undertake the Care Skills Certificate (Mandatory for all staff to complete)
- Promote people who use the service to voice their choice and independence
- Willing to provide a high standard of support and care for the people who use the service
- Promote the core values of the Charity - hospitality, compassion, respect
- – implement the LOVED (living our values everyday)