

JOB DESCRIPTION

Job Title - Activities Co-ordinator

CONTEXT OF THE JOB

- To identify the leisure activity needs of each resident based on the resident's interests, preferences and abilities and co-ordinate an activities programme based around these needs.
- To provide leadership to the team of activities staff and promote a positive team approach within the care home.
- The job reports to the Care Home Manager.
- This job description was reviewed in June 2014.

KEY TASKS AND RESPONSIBILITIES

1. Co-ordinate and implement a programme of group and individual activities.

- Actively promote a homelike, pleasant and stimulating environment for residents and their families.
- Ensure the programme includes group and individual activities and involvement with the wider team.
- Ensure the programme is distributed equitably to all resident groups.
- Plan and document the programme a month ahead in conjunction with other activities staff.
- Display a current timetable of activities.
- Ensure the activities budget is used effectively to provide appropriate resources and equipment to deliver the programme.
- Manage equipment, supplies and resources efficiently, effectively and safely.
- Contribute to activities which measure the effectiveness of the programme e.g. satisfaction surveys.

2. Plan activities relevant to the individual needs, abilities and interests of residents in the Care Home.

- Complete an activity assessment, focusing on abilities and needs, in order to identify preferred leisure activities for each resident.
- Develop an individualised activities care plan based on the assessment outcomes.
- Contribute to the review process, in liaison with the multi-disciplinary team, including the Occupational Therapist where appropriate.
- Ensure that each resident's level of participation and involvement in activities is documented appropriately on the designated forms.
- Report any problems, concerns or changes in the resident's condition promptly.

3. Ensure residents are treated with respect, dignity and cultural sensitivity.

- Know, understand and demonstrate adherence to the Health & Disability Code of Rights.
- Respect the customs, beliefs and cultural needs of each individual resident.
- Maintain resident confidentiality.
- Respect resident privacy.
- Follow Service/Care plans and guidance of qualified staff when working with residents who display challenging or inappropriate behaviour.

4. Develop and maintain excellent communication networks, both internally and externally, to support the activities programme.

- Participate in team meetings and regular supervision with Occupational Therapy.
- Participate in Unit meetings.
- Actively promote a positive team approach with all staff and maintain open lines of communication within the activities team and appropriate care home personnel.
- Participate in the network of activities staff throughout Bupa facilities.
- Liaise with volunteers and organisations which provide activity both in and out of the Care Home.

5. Quality Improvement – adheres to Bupa policies and procedures; participate in and contribute to continuous improvement of activities and programmes.

- Follow Infection Control procedures.
- Maintain up to date knowledge of Bupa policies and procedures.
- Actively participate in Continuous Quality Improvement by completing audits, identifying improvements or initiatives and participating in data collection.
- Participate in policy reviews as requested.
- Ensure a working knowledge of standards or codes of practice relevant to the aged care setting.

6. Health and Safety

- Demonstrate knowledge of and adherence to Bupa Health & Safety policies.
- Demonstrate commitment to maintaining a safe environment for residents and staff.
- Actively participate in hazard identification and corrective actions.
- Report any accidents/incidents promptly.
- Ensure paints, glues and other potentially harmful substances are not left unattended and are locked away when not in use.

7. Maintain personal and professional development.

- Attend and contribute to all relevant and/or compulsory education sessions.
- Participate in informal continuous learning opportunities during supervision, planning meetings and guided practice.
- Complete annual van loading and driving competency assessments.
- Complete annual restraint competency assessment.
- Participate constructively in performance reviews and seek opportunities for development.

KEY COMPETENCIES

- Basic skills in MS Office.
- Shows an ability to set priorities and organize work within general guidelines established by supervisor/manager.
- Shows an ability to problem solve using skills, knowledge and by following policies and procedures.
- Shows an ability to direct and oversee team members work activities as well as train in this functional area.
- Show an ability to communicate well with others: older people in particular.
- Show an understanding of safe care and practice in one's daily work.

EXPERIENCE, TRAINING AND QUALIFICATIONS

- Secondary school education (three years or more) is highly desirable.
- Work experience of 1-3 years at least, (preferably in aged care) is desirable.
- Vocational Training – Diversional Therapy Certificate preferred.

OTHER RELEVANT INFORMATION:

- Floor based role which consists of mainly walking but can result in a variety of movements including crouching, bending, lifting, pushing, pulling, kneeling and squatting.

VISION & VALUES OF BUPA

Bupa's purpose is to help people live longer, healthier, happier lives.

We do this through our vision of 'taking care of the lives in our hands'. Our strong caring ethics, dedication and respect are valued by people at some of the most vulnerable times in their lives. So trust is intrinsic to the way we operate as a business, wherever we are in the world.

Our values

At the heart of our service are our values. These are the principles that determine the way we behave and what we believe. They also bring us together as a family, giving us a common culture, and they inspire trust and loyalty in our people.

Passionate 	Full of energy Love what we do and why we do it Love our customers
Caring 	Big-hearted and compassionate Treat people with respect and kindness Everyone and everything matters
Open 	Seek new ideas and other points of view Share freely Really listen and understand Embrace diversity
Authentic 	True to yourself Genuine and honest Say what we mean, mean what we say
Accountable 	Always responsible Take ownership Make it happen
Courageous 	Be brave Dare to try Speak up
Extraordinary 	Go above and beyond Be the best we can dream to be Deliver outstanding results, big and small

Signed _____ (Employee)

_____ (Employer)

Date _____

A job description is intended to give an appreciation of a role, the range of work and responsibilities involved and the important company values. The job description may be altered or added to from time to time.

Our purpose is
Longer, healthier, happier lives



What:
Bupa Promise

Know me
and my needs

Help steer my
decisions

Be there when
I need you

How:
Bupa Values



Health & Care

