

St Mary's Nursing Home

Job Description

Job Title:	Activity Facilitator
Reports to:	Senior Support Worker, Nurse
Accountable to:	Manager, Residents & Home Owners
Hours of work	Variable shift hours between 9am and 7pm

Job Summary

To plan, implement and review activities to meet social, physical, educational and spiritual needs.

Main Functions of the Job

The post holder will

- To maintain a stimulating programme of leisure pursuits and social events for both groups of residents and on an individual basis.
- Produce a weekly social events programme and ensure that it is advertised within the home.
- To ensure that the activity care plan for each resident is in place within three weeks of the date of admission and reviewed regularly.
- To consult with and assess each resident in order to identify their social and recreational requirements according to their likes, dislikes, abilities and needs.
- Provide residents who are confined or choose to remain in their rooms with in-room activities in keeping with life-long interests (music, reading, etc)

- To organise social and recreational events within and without the home.
- To assess on a regular basis the effectiveness of the programme of social events and recreational pursuits.
- To liaise and consult with relatives and other staff within the home when writing activity care plans.
- To liaise with the Senior Support Worker on a daily basis.
- To ensure the spiritual and worship needs of residents are met.
- To build and maintain a suitable stock of social events and hobby equipment such as: craft materials, board games, jigsaws, cards, needlework, paints, etc.
- To provide inspiration resources and ideas to support workers for group and one to one social events.
- To maintain standards of infection control within the home and to assist residents to maintain their own infection control needs.
- Comply with CQC essential standards and improve the quality of customer's lives

Activities Co-ordinator Responsibilities

- Demonstrate discipline and professionalism within the home at all times
- Ensure that the views of the residents are shared on a need to know basis.
- Take part in training as deemed necessary.
- Attend and contribute to staff meetings.
- Report any complaints to the Senior Support Worker in a rapid and effective manner.
- To ensure the organisational Aims & Objectives are followed at all times.
- Maintain accurate records and reports.

- Be fully conversant with St. Mary's policies and procedures and ensure that they are adhered to at all times.
- Ensure strict confidentiality is maintained as set out by the Data Protection Act 1998 at all times.
- Ensure effective communication with all persons you may come into contact with which demonstrates respect and empowerment to all concerned.

Other Requirements

The post holder will be required to

- Maintain their Continued Professional Development.
- Update their CPD folder and complete evaluations of learning.
- Attend planned supervisions.
- Ensure they meet the requirements of all mandatory training as set out in St Mary's Nursing Home Policies

This job description is not exclusive and may be amended as necessary

Date 11/02/2015