

JOB DESCRIPTION

POST:	Activities Lead
ACCOUNTABLE TO:	Home Manager and Resident Activities & Lifestyle Lead
RESPONSIBLE FOR:	Activities Assistant and Volunteers

JOB PURPOSE

The Activities Lead is responsible for providing and overseeing an on-going programme of appropriate person centred social stimulation and varied activities for the home's residents. This will be designed to meet the collective and individual needs of residents – many of whom will be living with dementia.

KEY RESPONSIBILITIES

1. To take the lead in identifying individual needs, interests, and abilities in order to ensure the provision of appropriate social stimulation and imaginative, appropriate and enjoyable activities for residents, both on a one-to-one basis and in groups.
2. Plan and implement an ongoing calendar of social events and activities for residents, within budget, covering their personal interests/faiths, including both indoor and outdoor events and activities. This will include negotiating with suppliers, ordering materials, buying tickets, booking transport, arranging outings, effectively including and working with the wider care team, including the friends and family of residents if appropriate, and researching exciting new activities.
3. Oversee the recording and reporting of information concerning residents' abilities and changes in personal development in line with agreed procedures, on the company's systems.
4. Build and maintain community contacts through community engagement.
5. Provide PR stories and photos to the Marketing department to support with the use of marketing the homes on social media platforms and other marketing platforms.
6. Provide induction, appraisals and supervisions to Activities Assistants, reviewing work performance and identifying individual training needs.
7. Provide encouragement and support to enable residents to remain as independent as possible.

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8. Assist at mealtimes when required and promote a social, calm and enjoyable experience.
 9. An awareness of residents' family/friends and facilitating visits, for example offer private space and a tray of refreshments.
 10. Work as a team player to create and maintain a co-operative friendly and welcoming atmosphere within the home.
 11. Attend induction, appraisals and supervisions, staff meetings and staff training as required and have a willingness to learn.
 12. Be familiar and comply with all of Care South's policies, procedures, practices and standards.
 13. To undertake some personal care duties as may be required by the home management team.
 14. To undertake any other comparable duties as may be required by the management of the home.

To undertake to live by our Care South HEART Values of Honesty, Excellence, Approach, Respect and Teamwork, and to make them fundamental to the way you work and the way in which you treat your colleagues.

Person Specification

Competency	Essential	Desirable
Qualifications		<ul style="list-style-type: none"> • Diploma/NVQ Level 2 In Health and Social Care
Knowledge of	<ul style="list-style-type: none"> • An understanding of Confidentiality and Data Protection 	<ul style="list-style-type: none"> • MCA, DoLS, Safeguarding & Whistleblowing • Awareness of fire precautions, infection control, health and safety, security and moving and handling procedures
Experience of	<ul style="list-style-type: none"> • Accurate record keeping 	<ul style="list-style-type: none"> • The delivery of activities or care to older people and/or Dementia Care • Previous people management experience • Previous experience of budget management
Skills, Characteristics and Attributes	<ul style="list-style-type: none"> • Effective written and verbal communication skills • Organised, methodical, honest and committed approach to ensure the required standards are met • Patient and calm demeanour in the face of obstacles or crises • Enthusiastic with a positive attitude to work • Resilient and able to cope with change • Able to work on own initiative and as part of a team to meet common goals. • Update enthusiastic and engaging personality • Able to demonstrate creativity and flexibility with activities • Contributes to a working environment which respects and values the individual and is free from bullying, harassment and all forms of discrimination 	<ul style="list-style-type: none"> • An awareness of the core values of Care South to provide high quality compassionate care and treat people as individuals