

Job Description

Job Title	Activities Coordinator
Directorate	Adult Social Care and Health
Service Area	Provider Services
Grade	3
Competency Level	1
Salary	£26,427 - £28,153
Job Type	Office Based
Location	City Wide
Disclosure and barring service (DBS)	Enhanced DBS Adult Workforce and Barred List
Job Evaluation Ref No	A9923

Job Purpose

To plan and implement activities appropriate to resident's needs and requests. To assist Registered Manager to organise fundraising events.

Directly Responsible For:

Not applicable

Directly Responsible To:

Registered Manager

Main Areas of Responsibility:

- Help residents to socialise within the Nursing Home and provide a variety of activities that cater for all tastes
- Plan and initiate monthly rolling / individual programmes and encourage residents to maintain pre-existing hobbies
- Encourage Staff Members, Relatives and Friends to participate in the Nursing Home's activities
- Accompany residents, where possible, to off-site activities, which may occasionally take place out of normal working hours
- Help to create an atmosphere that suits individual residents within the Nursing Home
- Assist with fundraising, and budgeting, for entertainment, materials and outings
- Maintain full and accurate records of daily activities using appropriate documentation and assist the Management team to review and update residents electronic care files
- Report any changes in residents physical or emotional wellbeing to the appropriate care/ nursing staff
- of management information reports
- Work collaboratively with colleagues and stakeholders to enhance the role of business support throughout the Council

Supervision and Management Responsibility:

- No supervision or management responsibility

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact.
- To work with the Registered Manager to utilise any raised funds for residents activities and appropriate use of petty cash

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

Physical Demands of the Job:

- There is manual handling demands within the role, both of people and equipment. Manual handling training will be provided

Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally.
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken



- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency **Level 1**.

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility.

Personal Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Desirable

- NVQ level 2 in Health & Social Care
- Dementia Awareness Training

Experience

Essential

- Experience of working in a care setting (A,I)

Desirable

- Experience of working/ supporting people living with dementia

Skills/Abilities

Essential

- Proven ability to develop and organise a range of events / activities for residents in various formats (A,I)
- Good communication and organisational skills (A,I)

- Friendly, creative and confident (I)
- Genuine interest in working with the relevant resident group i.e. residents living with dementia (I)
- Ability to adapt to changing situations (A,I)
- Knowledge of local community resources (I)
- Provide comfort and company for residents unable to participate in group activities (A,I)

Desirable

- Previous experience of working with the relevant Client group
- Flexible approach towards working routines

Commitment

Essential

- Commitment to adhere to Liverpool City Council Plan (I)
- Commitment to provide a secure and safe environment for residents and staff (I)
- Commitment to maintain/ improve resident's overall mental health and physical wellbeing (I)

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council

Other

Essential

- This post is subject to a Disclosure and Barring Service (DBS) check at the appropriate level

Desirable

- The role may require flexible working arrangements, for example weekend working or working outside of normal working hours to support residents with specific activities
- Core Hours are 9am/8pm Mon/Friday 9am-6pm Sat/Sun etc

