

JOB DESCRIPTION

Job Title:	Activities Co-Ordinator
Location:	Adelaide House, 24 Adelaide Park, Belfast, BT9 6FX
Council:	Social Witness (Older People Services)
Salary Scale:	£12.90 per hour
Hours:	25 hours per week (5 x 5-hour shifts worked flexibly across the rota)
Responsible to:	Service Manager

MAIN FUNCTION OF JOB

To Co-ordinate and participate in activities with Residents and to assist with Resident's Outings when required.

BACKGROUND INFORMATION

The Council for Social Witness (Older People Services) is part of the work and witness of the Presbyterian Church in Ireland and its aim is to provide care for older people in a specifically Christian ethos and environment, placing great emphasis on offering spiritual support and encouragement to residents, as well as physical care.

Adelaide House is one of 6 homes for older people run by the Council for Social Witness (Older People Services) and is situated at 24 Adelaide Park, Belfast BT9 6FX. The Home accommodates 45 residents who have a variety of physical, social, emotional and spiritual needs and varying levels of dependency.

The Home operates a No Smoking Policy.

RESPONSIBILITIES AND DUTIES

1. Duties

- a. To plan, organise and co-ordinate a wide range of activities and events. Activities and events must provide positive outcomes and also meet identified needs and interests of the residents.
- b. To ensure that activities meet the needs of residents who have early-stage dementia and also residents who are mentally coherent.
- c. To ensure that the activity programme includes activities that are enjoyable, purposeful, age and culturally appropriate and takes into account the residents spiritual needs.
- d. To ensure that Programmes promote healthy living and are flexible and responsive to residents changing needs and facilitate social inclusion in community events.
- e. To accompany residents on organised outings.

- f. To enable Residents to participate in the programme through the provision of equipment, aids and support from staff or others.
- g. To ensure that the duration of each activity and daily timetable takes into account the needs and abilities of the residents participating.
- h. To encourage staff members, relatives and friends to participate with planned activities.
- i. To assess individual need continuously providing one to one activities for residents, showing particular regard to rehabilitation and dementia care.
- j. To assist the Home Manager in planning the homes special events around Christmas, Easter and Harvest.

2. Record Keeping and Communication

- a. To maintain Individual activity plans for residents.
- b. To ensure that the programme of activities is displayed in a suitable format and in an appropriate location so that residents and their representatives know what is scheduled.
- c. To regularly review the programme (at least twice yearly) to ensure it meets the residents changing needs.
- d. To update and process computerised records as required
- e. To maintain a record of all activities that take place, the name of the person leading the activity and the names of the residents who participate.
- f. To monitor, record and evaluate the success of each activity
- g. To report any changes in residents physical or emotional condition to the Home Manager or Senior in charge
- h. To participate in Residents Meetings as required

3. Working with others

- a. To liaise closely with Senior Staff as to the suitability of activities for individual residents.
- b. To liaise with "Friends Of" to ensure there is a co-ordinated approach to events and activities.
- c. To provide activity reports as appropriate to participate in resident's annual care reviews

4. Health and Safety

- a. To be aware of the Health & Safety Policy in relation to activities being carried out and any equipment used must comply with safety standards.
- b. To promote safe working practice within the home and closely follow the homes Code of Behaviour.
- c. In conjunction with the home manager, to complete risks assessments on outings as necessary
- d. To comply with all CSW policies and procedures as required