

PERSONNEL SPECIFICATION

Job Title: Activities Co-Ordinator

Council: Social Witness (Older People Services)

Responsible to: Service Manager

CRITERIA

1. QUALIFICATIONS AND KNOWLEDGE

Essential

- Evidence an understanding of and respect for the needs of older people in a residential/nursing situation
- Awareness of health and safety practices within a working and residential/nursing home environment

Desirable

- Appropriate IT skills to be able to use Microsoft Word and the Internet

2. RELEVANT EXPERIENCE

Essential

- Experience of working with older people

Desirable

- Experience of delivering activity programmes

3. PERSONAL ATTRIBUTES

Essential

- To have integrity, honesty, patience and an even temperament
- To have the ability to work on own initiative and have an innovative approach
- To have the ability to treat all matters confidentially
- To have respect for the authority and direction of the management and supervision of the Home
- To have the ability to work as a member of a caring team
- To have strong organisational/administrative ability

4. PHYSICAL REQUIREMENTS

Essential

- Health – such as to allow for attendance reliability and work proficiency (reasonable adjustments will be made for those with a disability)
- Appearance – personal dress and presentation must meet Health & Hygiene standards

5. SPECIAL CIRCUMSTANCES

Essential

- Willingness to work additional hours if required

- Must be willing to behave in a manner which respects the Christian ethos of the Presbyterian Church in Ireland