



JOB DESCRIPTIONS

Activities and Outings Coordinator

JOB TITLE:	Activities and Outings Coordinator
REPORTS TO:	Home Manager for all matters pertaining to Management and Administration. Senior Nurses for all matters pertaining to care of Service Users on a day to day basis.
ACCOUNTABLE TO:	Home Manager

SCOPE OF THE POST

To be responsible for the effective organisation and administration of all activities and outings and assist in the planning of holidays at Peter's Place in accordance with Company Policy and budget restraints.

To arrange opportunities for the Service Users to remain socially inclusive and access the community on a regular basis.

To access the Crescent Day Centre and assist with planning activities with the Daycare Coordinator.

To provide a welcoming and caring environment, and to meet the needs of each Service User holistically.

To liaise and be advised by the trained nurses regarding care, medication, special diets etc.

DUTIES AND RESPONSIBILITIES

- To ensure all Service Users have an equal opportunity to enjoy all facilities and activities.
- To develop and implement a programme of activities that provide mental, physical, social stimulation as well as addressing the spiritual and cultural needs of the service user.
- To provide activities to stimulate the five senses being conscious of those who have non verbal communication and any health needs/allergies such as whatever may trigger seizures.
- To organise entertainment in the home, Day Centre and outside in the community, which will motivate and stimulate the Service Users.
- To organise and support outings, trips and holidays and plan adequate assistance for each Service User ensuring a risk assessment has been carried out in advance.



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- To ensure service users are safeguarded at all times and to raise any concerns with management or the local safeguarding authorities where necessary.
- Gain knowledge of available community services and resources service users can access.
- To maintain exemplary standards of Service Users social and physical care at all times.
- Be aware of Service Users ability to mix together and endeavour to facilitate activities amongst Service Users who would enjoy each other's company and share similar activities.
- Give Service Users choice and promote their person centred needs. To involve Service Users from other Apex Homes whenever possible.
- Record Service Users details accurately, plan individual needs in conjunction with their keyworker where appropriate. Evaluate care plans regularly and keep records of activities and plans where required.
- Develop a multidisciplinary approach to Service Users care and welcome professional personnel when necessary.
- Organise fund raising events for the benefit of the Service Users.
- Discuss improvement of services with staff and Service Users at regular meetings (involve relatives if possible).
- Engage with colleagues and motivate them to join in with activities and outings.
- To maintain an inventory of equipment and resources.
- To work within an activities budget.
- To be computer literate.
- Attend staff meetings and service users meetings
- To be careful and considerate with all property and equipment belonging to the home and Day Centre, avoiding unnecessary breakages and damage and keeping items safe.
- To be aware of the Health & Safety at Work Act and follow all policies and procedures in place.
- Record accidents or incidents in the appropriate way and notify the nursing staff immediately.
- To undertake all necessary training required by the company.



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STANDARD REQUIREMENTS

RESPONSIBILITIES IN AN EMERGENCY

Expected to respond to emergency situations involving the safety of service users and others this includes the ability to assist in evacuation of service users, fire drills and false alarms.

CONFIDENTIALITY

Any information relating to service users or staff acquired during the course of duty must be treated in the strictest confidence and discussed only within the establishment with the most senior member of staff on duty.

The post holder must maintain the confidentiality of information about service users and staff in accordance with the professional code of conduct and relevant legislation such as Data Protection.

EQUAL OPPORTUNITIES

The post holder must at all times carry out his/her responsibilities with due regard to the company equal opportunity policy and promote the concepts of equality of opportunity and diversity.

HEALTH AND SAFETY

Employees must be aware of the responsibilities placed upon them under the Health & Safety Act at Work Act 1974, paying due regard to health and safety in the workplace and management of risk to maintain a safe working environment for service users, visitors and employees.

1. Promote safe working practices within the home and ensure the security within the home is maintained at all times.
2. Adhere to the Homes disposal of waste policy
3. Understand and ensure the implementation of the Homes Health and Safety policy, and Emergency and Fire Procedures.
4. Report to the Home Manager/Co-ordinator or the Handyperson, any faulty appliances, damaged furniture, equipment or any potential hazard.

THIS JOB DESCRIPTION IS AN OUTLINE OF THE KEY TASKS AND RESPONSIBILITIES OF THE POST AND IS NOT INTENDED AS AN EXHAUSTIVE LIST.

THE POST MAY CHANGE OVER TIME TO REFLECT THE CHANGING NEEDS OF THE SERVICE USERS AS WELL AS PERSONAL DEVELOPMENT NEEDS OF THE POST HOLDER.