**POST TITLE: Activity Coordinator**

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| **Job Description**  **D** |  |

**RESPONSIBLE TO:** Clinical Service Manager

**REPORTING TO: Ward Manager**

**JOB DESCRIPTION**

**PURPOSE AND SUMMARY OF JOB:**

To devise and implement a range of activities appropriate to patients needs and requests. To assist in developing the process and practices and delivery of individualised care plans and recovery focused care.

**MAIN DUTIES AND RESPONSIBILITIES:**

1. Promote and ensure the good reputation of the Hospital. To maintain and demonstrate a positive attitude toward patients, their families, staff, visitors and key stakeholders
2. To be able to work flexibly and autonomously to meet the needs of the patient group.
3. To work within the ward nursing team, as part of the Multi-Disciplinary team to provide activity led care over a 7 day rota. Encourage collaborative working with all colleagues.
4. Create an atmosphere and working practice which is in line with the Recovery Model and Cygnet Values.
5. To demonstrate non-discriminatory practice in all aspects of work.
6. Help patients to socialise positively within the Hospital, providing a variety of activities, which cater for all tastes and needs. Assist patients in accessing activities and identifying needs.
7. Plan and implement seven day rolling / individual programmes, as well as encouraging patients to maintain pre-existing hobbies. To prepare and maintain appropriate materials for activities and risk assessments.
8. Accompany patients to off site, community activities as required and be able to drive the Hospital vehicles.
9. To work close with the other departments in the Hospital to ensure patients are able to access all elements of their treatment and there are not unnecessary programme clashes.
10. Provide comfort and company for those who are unable to undertake any form of activity, building therapeutic relationships and adapting activity appropriately to ensure accessibility for all.
11. Maintain full and accurate records of daily therapies / activities using the relevant documents and electronic systems.
12. Participate in agreed systems of appraisal, supervision and individual performance review. To attend regular supervision sessions with the Ward Manager and Clinical Manager
13. Adhere to all Cygnet policies and procedures within the defined timescales, Department of Health guidelines and legislation, including the Mental Health Act and Mental Capacity Act Code of Practice.
14. Undertake other duties, as required, by the Team Leader, Ward Manager, Clinical Service Manager, or Hospital Manager

**PERSON SPECIFICATION**

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| **JOB SPECIFICATION** |  |

**For new appointments, a selection panel will assess each of the points below against what you have written on the application form – so, as a job applicant, you should explain, by using examples from previous jobs, voluntary work or whilst you were in education, how you match these points.**

To do this job effectively a person will need:-   
**Knowledge**

1. Knowledge of Mental Health Illness and Inpatient Mental Health care
2. Understanding of Mental Health and Autism diagnosis   
   **Skills**
3. Ability to communicate at all levels.
4. Ability to work in a Team.
5. Able to contribute to the planning of care.
6. Able to use and work on own initiative.
7. Ability to negotiate
8. Good interpersonal skills
9. Able to assist patients with daily living skills
10. Proven ability to develop and organise a range of activities for clients.

**Qualifications**

At The Time Of Appointment

1. GCSE English and Maths or equivalent training or qualification, or able to demonstrate the same.

Through Professional Development (whilst in post and provided as organisational need and available resources dictate or, through self-funding if preferred by the post holder)

1. NVQ2/NVQ3 , or equivalent

**Experience**

1. Experience within a Mental Health Setting
2. Evidence of working within a team
3. Previous experience in the care of Mental Health/autistic patients/clients.
4. Previous experience in care environment.

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Jobholder Signed Date:

Manager Signed Date:

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