

# **JOB SPECIFICATION**



**POST TITLE:** Activity Coordinator

**RESPONSIBLE TO:** Deputy Manager/Occupational Therapist

**REPORTING TO:** Occupational Therapist

## **JOB DESCRIPTION**

### **PURPOSE AND SUMMARY OF JOB:**

To devise and implement activities appropriate to Clients' needs and requests. To assist in developing the process and practices and delivery of My Path and Recovery.

### **MAIN DUTIES AND RESPONSIBILITIES:**

1. Promote and ensure the good reputation of the Residential Home. To maintain and demonstrate a positive attitude toward clients, their families, staff, visitors and others.
2. Create an atmosphere that suits the individual Clients of the Residential Home.
3. To demonstrate Non-discriminatory practice in all aspects of work.
4. Help Clients to socialise within the Hospital, providing a variety of activities, which cater for all tastes. Assist patients in accessing activities and identifying needs.
5. Plan and implement five day rolling / individual programmes, as well as encouraging Clients to maintain pre-existing hobbies after discussion with Occupational Therapist. To prepare and maintain appropriate materials for activities. On completion of activities to be responsible for cleaning up after activity.
6. Provide comfort and company for those who are unable to undertake any form of activity.
7. Encourage Staff, Relatives and Friends to participate in the Residential Home's activities and to arrange Residential Home visits as appropriate.
8. Maintain full and accurate records of daily therapies / activities using the relevant documents.
9. Discuss with other Staff the aims and objects of recreation therapy.
10. Report any changes in Clients' physical or emotional condition to the Person in Charge. To provide with written or verbal feedback to Occupational Therapist/ Deputy Manager on the clients progress and fluctuation within activities.
11. Assist with fund raising and budgeting for entertainments, materials and outings.
12. Accompany Clients to off site activities. In need (and where qualified) be available to drive the company vehicle for activity outings as directed.

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13. Ensure all equipment/ tools used for patient activities are maintained in a safe and proper condition.
14. Demonstrate to all Staff how to use appropriate equipment in the absence of the Activity Co-Ordinator.
15. Assist Residential Home Manager when interviewing relevant Volunteers and assistant Staff as well as supervising their work.
16. Report immediately to the Deputy Manager any illness of an infectious nature or accident incurred by a Client, Colleague, self or another.
17. Notify the Residential Home Manager as soon as possible of the inability to work, and also on return to work, from all periods of absence.
18. To assist in ensuring quality targets are met in accordance with agreed standard.
19. Maintain complete confidentiality of all matters concerning the Residential Home, Clients, Staff and related work.
20. To be involved in the running of group activities.
21. Participate in Staff and Client meetings and attend training sessions as required.
22. Participate in agreed systems of appraisal and individual performance review with the role of employee. To attend regular supervision sessions with the Occupational Therapist.
23. Understand and ensure the implementation of the Residential Home's Health and Safety Policy, Emergency and Fire Procedures.
24. Report any faulty appliances, damaged furniture or equipment and any potential hazard to the Registered Manager.
25. Ensure the security of the Residential Home is maintained at all times.
26. Adhere to all Group policies and procedures within the defined timescales, NCSC standards and guidelines, Department of Health guidelines and legislation, including the Mental Health Act and Code of Practice.
27. Undertake other duties, as required, by the Team Leader, Unit/Ward Manager Deputy Manager, or Residential Home Manager.

## **PERSON 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 Issues and the Autism spectrum.
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

11. 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)

12. NVQ2/NVQ3

### **Experience**

13. Experience within a rehabilitation setting
14. Evidence of working within a team
15. Previous experience in the care of Mental Health/autistic patients/clients.
16. Previous experience in care environment.

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Jobholder .....Signed ..... Date: .....

Manager .....Signed ..... Date: .....

