|  |  |
| --- | --- |
| **Job Title:** | **Well Being and Activity Assistant**  |
| **Reports To:** | Wellbeing Coordinator /General Manager |

|  |  |  |
| --- | --- | --- |
| **Job Summary:** | To support the Wellbeing coordinator to provide a wide range of activities to engage and stimulate the physical, cognitive and social wellbeing of the resident. To understand the need of promoting the philosophy of privacy, dignity, independence, choice, rights and fulfilment for all residents. |  |

|  |
| --- |
| **Role Responsibilities:** |
| * Contribute regularly to individual life stories and care plans, ensuring that their experience of participation in activities are reflected in the care plans and the 3 monthly wellbeing measure evaluation
* Document participation and experience and activity information in residents’ care plans
* Support with the order and preparation supplies for upcoming activities as directed
* Support with the coordination of the provision of activities in conjunction with the nursing/care and other staff.
* Support as directed with arranging activities, events, and outings, encouraging relatives and visitors to be involved.
* Support with establishing links with the local community (e.g. schools, spiritual groups, museums/libraries) to encourage access to the wider community and the promotion of intergenerational activity
* Attend outings with residents to support their wider access in the community
* Ensure all appropriate documentation for each resident is taken to support external visits eg DNAR, as required
* Support with marketing& fundraising initiatives both at local and organisational level
* Ensure all communications are undertaken in a courteous and efficient manner at all times and that resident confidentiality is maintained.
* Commit to respecting the dignity and decisions our residents make with regards to undertaking activities
* Provide cover for the Wellbeing and Activity Coordinator in their absence
* Discuss the aims and objectives of wellbeing with other staff members.
* Report any changes in residents’ physical or emotional condition to the Wellbeing and Activity Coordinator, General Manager and the care staff.
* Provide comfort and company, on a one-to-one basis, for residents who are unable to participate in any form of activity.
* Arrange and participate in resident meetings, as and when required.
* To be responsible for your own Health and Safety and that of anybody else who may be affected by your acts or omissions.
* Maintain a safe living and working environment contributing to the positive and professional image of the home.
* Support as directed with the completion of risk assessment documentation for external activities and events.
* Archive all media coverage in line with the data protection and information governance
* Ensure resident confidentiality is maintained and the GDPR policy is adhered to at all times
* Maintain professional knowledge and competence

**This is not intended as an exhaustive description of duties and responsibilities and may be amended following consultation with the jobholder.** |

|  |
| --- |
| **Person Specification:** |
| **Experience**  | **Essential/Desirable**  | **Assessment**  |
| Previously worked with older people in a residential, nursing Dementia setting | E | Application form/CV/Interview |
| Experience organising activities and events | E | Application form/CV/Interview |
| **Knowledge/Skills & Abilities** |  |  |
| Effective communication skills, verbal and written | E | Application form/CV/Interview |
| Demonstrate understanding of the role interaction plays in the general wellbeing of people | E | Application form/CV/Interview |
| A positive attitude to older people and a commitment to provide stimulating, quality activities and social events. | E | Application form/CV/Interview |
|  |
| Values – I am fully committed to being: * Caring
* Supportive
* Honest
* Respectful
* Accountable
 |

|  |
| --- |
| Agreement: |
| **Employee Signature:** |  | **Date:** |  |
| **Manager Signature:**  |  | **Date:**  |  |