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

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| **Job Summary:** | To provide a wide range of activities to engage and stimulate the physical, psychological 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. |

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| **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
* Identify the life history and needs, preferences of residents through, listening to the resident and their family, to support with the development of a detailed life story.
* Plan and submit to the General Manager- a monthly activity and wellbeing plan and a weekly overview
* Order and prepare supplies for upcoming activities and work to a set budget as set by the General Manager
* Ensure all equipment used for Wellbeing and Activities is clean and well maintained
* Coordinate the provision of activities in conjunction with all the staff team
* Arrange activities, events, and outings, encouraging staff, relatives and visitors to be involved
* 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 e.g. DNAR, as required
* Establish links with the local community to encourage access to the wider community and the promotion of intergenerational activity
* Create a network of volunteers to support the home.
* To be involved in coordinating and supporting marketing & fundraising initiatives both at local and organisational level
* Use the homes Facebook page to promote the home positively and showcase the events /activities ensuring the images used portray both the residents and the hone is a positive manner
* Participate in meetings within the care home as and when required
* Ensure the wellbeing and activity team receive regular supervision and appraisal to support with their own development
* Ensure resident confidentiality is maintained and the GDPR policy is adhered to at all times
* Commit to respecting the dignity and decisions our residents make with regards to undertaking activities.
* Discuss the aims and objectives of wellbeing with other staff members and encourage an across home participation
* Attend Group Wellbeing and Activity meetings as required
* Report and record any changes in residents’ physical or emotional condition to the General Manager or the care staff
* Provide comfort and company, on a one-to-one basis, for residents who are unable or who not to participate in any form of group activity
* Arrange and participate in resident meetings, as and when required
* 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
* Complete risk assessment documentation for external activities and events
* Archive all media coverage in line with the data protection and information governance,
* 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.** |

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| **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 |
| Qualification / Experience in Performing Arts / Events management  | D | Application form/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 |
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| Values – I am fully committed to being: * Caring
* Supportive
* Honest
* Respectful
* Accountable
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| Agreement: |
| **Employee Signature:** |  | **Date:** |  |
| **Manager Signature:**  |  | **Date:**  |  |