



N NOTARO HOMES LTD

JOB DESCRIPTION

Job Title: Activities Organiser
Responsible to: Home Manager
Accountable to: Operations Manager

Purpose of Role

- To maintain the highest quality of care to residents within the home through the provision of a stimulating environment in which the emotional, social, physical and intellectual needs of the individual are met.
- To ensure that defined policies as laid down by the home manager are adhered to at all times.

Responsibilities

1. To bring to the attention of the management any problems noted within the resident group.
2. To ensure all staff understand the difference between activities and entertainment.
3. To co-ordinate all social care with the care team and ensure all individuals are offered and are encouraged to have occupation and access all social activity.
4. To act at all times in a professional manner to visitors, staff and residents within the home.
5. To ensure risk assessments have been carried out on all activities and outings.
6. To promote anti discriminatory practice at all times.
7. To maintain confidentiality at all times in line with company policy.
8. To promote and maintain equality and diversity throughout your work.

Written Work

- Monthly newsletter, a photocopy of which will be sent to head office.
- To photograph events in the home.
- To make sure acknowledgments such as cards and letters are sent.
- Door signs (memory boards) for residents with dementia and/or memory loss are regularly made and updated.
- To produce a "Remember Me" book for reception.
- To ensure all records of activities are kept up to date.
- Regular visits to residents to establish any wants or concerns they may have.
- To produce a weekly activities programme

- To complete and update an activities file
- To update compliments book with letters, cards and photos
- To ensure all activities are evidenced based with a description of the activity, what equipment is required and what benefits and/or contra indications there may be for the residents.

Practical

Activities to regularly include some of the following (according to individual residents needs):

Quizzes, Knitting, Woodwork, Bingo, Word Search, Gardening, Crafts, Shopping trips with clients, Music, Outings, Beauty Therapy, Sewing Groups, Events, Cooking, Reminiscence Activities and organise residents meetings.

Marketing

- To organise garden fetes.
- To organise open days.
- To organise "Meet the Manager" meetings

Essential Criteria

- Must have demonstrated the ability to work both as a team member and on own initiative.
- Must be prepared to attend such training sessions as are deemed necessary by the management.
- Must demonstrate a loyalty and commitment to the Care Home.
- Be able to carrying out any other necessary duties as agreed with Managers\Operations Team

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

I acknowledge the receipt of the above job description:-

Name: _____ Signature: _____

Date: _____

Once signed kindly return to the Home Administrator. One copy will be retained in your personnel file and the other is for your personal reference.