

JOB DESCRIPTION

POST: Activities Assistant

ACCOUNTABLE TO: Activities Lead

JOB PURPOSE

The Activities Assistant is responsible for providing support with the on-going programme of appropriate person centred social stimulation and varied activities for the home's residents. This will be designed to meet the collective and individual needs of residents – many of whom will be living with dementia.

KEY RESPONSIBILITIES

1. Assisting in the planning and delivering of a social calendar within budget covering a wide range of activities and personal interests/faiths including indoor and outdoor events/activities such as:
 - Encouraging and stimulating social interaction.
 - Helping them residents in familiar activities with the materials and resources available in the home matched to individual abilities e.g. reading.
 - Going on trips with residents.
 - Entertaining guests/visitors.
 - Arranging external entertainers and activities e.g. musical bands, church services etc.
 - Supporting arranging special occasions and festive periods.
 - Ensuring all activities are meaningful and enjoyable.
2. Deputise in the absence of the Activities Lead and support volunteer (where appropriate).
3. Maintain awareness of our residents' changing needs and inform the Care Team Leader/Activities Lead immediately of any changes observed.
4. Provide encouragement and support to enable our residents to remain as independent as possible.
5. Assist at mealtimes when required and promote a social, calm and enjoyable experience.

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6. Awareness of individual needs, interests and abilities in order to ensure the provision of appropriate social stimulation and imaginative, appropriate and enjoyable activities for residents, both on a one to one basis and in groups.
 7. An awareness of residents' family/friends and facilitating visits, for example offer private space and a tray of refreshments.
 8. Accurately record all relevant information regarding residents during the day in the home's various recording systems.
 9. Work as a team player to create and maintain a co-operative friendly and welcoming atmosphere in the home, ensuring the home runs smoothly.
 10. Attend induction, supervisions and appraisals, staff meetings and staff training as required and have a willingness to learn.
 11. Be familiar and comply with all of Care South's policies, procedures, practices and standards.
 12. To undertake some personal care duties as may be required by the home management team.
 13. To undertake any other comparable duties as may be required by the management of the home.

To undertake to live by our Care South HEART Values of Honesty, Excellence, Approach, Respect and Teamwork, and to make them fundamental to the way you work and the way in which you treat your colleagues.

Person Specification

| Competency | Essential | Desirable |
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| Qualifications | | <ul style="list-style-type: none"> NVQ Level 2 in Health and Social Care (or equivalent) |
| Knowledge of | <ul style="list-style-type: none"> An understanding of Confidentiality and Data Protection | <ul style="list-style-type: none"> MCA, DoLS, Safeguarding & Whistleblowing Awareness of fire precautions, infection control, health and safety, security and moving and handling procedures |
| Experience of | <ul style="list-style-type: none"> Accurate record keeping | <ul style="list-style-type: none"> The delivery of activities or care to older people and/or Dementia Care |
| Skills, Characteristics and Attributes | <ul style="list-style-type: none"> Effective written and verbal communication skills Organised, methodical, honest and committed approach to ensure the required standards are met Patient and calm demeanour in the face of obstacles or crises Enthusiastic with a positive attitude to work Resilient and able to cope with change Able to work on own initiative and as part of a team to meet common goals. Enthusiastic and engaging personality Able to demonstrate creativity and flexibility with activities Contributes to a working environment which respects and values the individual and is free from bullying, harassment and all forms of discrimination | <ul style="list-style-type: none"> An awareness of the core values of Care South to provide high quality compassionate care and treat people as individuals |