

Job Description

Job title	Social Activities Co-ordinator	Job family	Priory Adult Care
Reporting to	Deputy Home Manager	Job code	CH/018
Location	Various, across division	Evaluation Date	August 2018

Job Purpose

To plan, organise, implement and evaluate social activities across the home in order to improve mental and emotional wellbeing and quality of life of residents.

Responsibilities

Quality

Prepares, plans and delivers group and individual recreational and occupational activities, observing, recording and reporting resident response.

Ensures the effective, timely and accurate updating of records, case files and computerised information systems.

Contributes to surveys, audits and clinical research projects assisting with collection, analysis and presentation of data and information as directed.

Observes and monitors the wellbeing of residents ensuring that any unusual physical, mental or emotional occurrences are promptly referred to more senior staff and documented as appropriate.

Innovation

Is able to creatively plan activities to meet the needs of our residents.

To liaise with a wide range of external educational, vocational and leisure providers to widen the range of opportunities available.

Value

The role holder should present the service in a positive light and should be proactive in making suggestions for how to improve the service.

Knowledge / Education / Skills

Likely educated to GCSE level or equivalent with a good standard of English.

Organises and prioritises own work.

Experience

Ideally some prior experience gained within a care environment.

Responsibility

Staff

No staff responsibility.

Budgets & equipment

In conjunction with the home manager – manages and monitors the social and recreational petty cash system. In consultation with the clinical team and the home manager, ensure appropriate equipment and resources are available to meet client needs.

Informatics

Responsibility for the accuracy of personal recordings in residents' records and maintaining confidentiality.

Communication

The nature of role necessitates frequent interaction with staff, residents and visitors involving the exchange of information. Well-developed observational and listening skills are essential for assessing residents.

Working Environment

The problems faced by residents may present challenging situations, which may increase the physical, sensory and emotional demands of the role.

Upholding the Company Behaviours	
This provides some guidance on the types of conduct to support the Company Behaviours	
Behaviour	Evidence
Putting People First	<ul style="list-style-type: none"> • Strives to ensure every colleague is able to make a positive and lasting difference to Service Users and their families • Actively seeks to develop the potential of every service user and staff member
Being a Family	<ul style="list-style-type: none"> • Celebrates success and supports colleagues through difficult times • Demonstrates loyalty to colleagues, manager and team
Acting with Integrity	<ul style="list-style-type: none"> • Is honest and respectful in all interactions with colleagues and customers • Demonstrates emotional control • Ensures accurate recording of any transactions and interactions on all company documentation • Challenges poor performance and behaviours
Being Positive	<ul style="list-style-type: none"> • Promotes the company in a positive way at all times • Strives for positive outcomes, especially when times are challenging
Striving for Excellence	<ul style="list-style-type: none"> • Always puts service quality first • Shares and encourages innovation • Keeps on top of new developments in the sector