

Job Description

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| Job title | Activities Co-ordinator | Job family | Priory Adult Care |
| Reporting to | Service Manager | Job code | SS/016 |
| Location | Various across division | Evaluation Date | August 2018 |

Job Purpose

To provide a broad range of therapeutic, social and rehabilitative activities for the people that we support that promote self esteem, independence and will assist them to develop the skills they need for daily life.

Responsibilities

Quality

Prepares, plans and delivers a wide range of activities and programmes that are tailored to meet the needs and abilities of the individual, whilst also providing group activities and programmes that will bring the individuals together.

Participates in site wide programmes and activities, and in other home programmes, with the agreement of line manager.

Observes, records and reports Service user involvement in activities.

Ensures the effective, timely and accurate updating of healthcare and other records and computerised information systems as directed.

Innovation

Is able to creatively plan activities to meet the needs of service users.

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

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

Educated to a minimum of GCSE or equivalent and / or working toward NVQ3 in care (existing Priory employees) or willing to work toward NVQ 3 in care (external applicants).

Organises and priorities own work within procedures and ward requirements. Liaises with and refers issues to senior staff.

The role holder has some flexibility in altering the sequence of routine tasks and a creative approach is required when facilitating sessions. Encouraged to contribute ideas and suggestions to develop and improve ward/hospital activities.

Experience

Experience working within a mental health, learning disability or challenging behaviour setting and developed necessary knowledge and skills.

Responsibility

Staff

Provides advice and guidance to new staff and liaising with multi-disciplinary team.

Budgets & equipment

Collective responsibility for the care and appropriate use of service resources. The role holder will have responsibility for an agreed budget in which to purchase materials and support a wide range of activities.

Informatics

Responsibility for the accuracy of personal recordings in service user records and maintaining confidentiality.

Communication

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

Working Environment

Working with challenging service users, which may increase the physical, sensory and emotional demands of the role.

| Upholding the Company Behaviours | |
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| 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 |