



Part of the Priory Group of Companies

## Job Description

<b>Job title</b>	Activities Co-ordinator	<b>Job family</b>	Craegmoor
<b>Reporting to</b>	Service Manager	<b>Job code</b>	SS/016
<b>Location</b>	Various across division	<b>Evaluation Date</b>	08/02/2013

### Main 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.

### Key Accountabilities

#### Quality

1. 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.
2. Participates in site wide programmes and activities, and in other home programmes, with the agreement of line manager.
3. Observes, records and reports Service user involvement in activities.
4. Ensures the effective, timely and accurate updating of healthcare and other records and computerised information systems as directed.

### Innovation

5. Is able to creatively plan activities to meet the needs of service users.
6. 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

7. 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 & 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).

## **Experience**

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

## **Autonomy & Impact**

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

## **Intelligent Problem Solving**

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.

## **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 & Interaction**

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.

## **Special Features**

The role holder is encouraged to engage with other Activity Co-ordinators and OT's to develop the range of activities offered to meet the service user's therapeutic needs.

## Upholding Company Values

Competency	Req'd Level	Descriptors
<b>Quality - Of care, treatment, of facilities and of staff</b>	<b>2</b>	<ul style="list-style-type: none"> <li>✓ Checks quality of own work</li> <li>✓ Follows procedures</li> <li>✓ Corrects errors and mistakes</li> <li>✓ Complies with relevant regulatory and statutory requirements</li> </ul>
		<ul style="list-style-type: none"> <li>✓ Double checks accuracy of own and work of others</li> <li>✓ Carefully monitors and checks the accuracy and quality of others' work</li> <li>✓ Values the input and expertise of colleagues</li> <li>✓ Keeps clear, detailed records and files</li> </ul>
<b>Innovation - Being forward thinking and thought leaders</b>	<b>2</b>	<ul style="list-style-type: none"> <li>✓ Adapts new services already introduced in other areas within the group</li> <li>✓ Amends these services to suit the needs of the local service</li> </ul>
		<ul style="list-style-type: none"> <li>✓ Proposes new services to regional management, taking into account the local needs of the area</li> <li>✓ Assists and supports regional management with developing and implementing these new services</li> </ul>
<b>Value - Due to transparency and flexibility</b>	<b>2</b>	<ul style="list-style-type: none"> <li>✓ Prices services in line with local needs</li> <li>✓ Reacts to local feedback regarding pricing of services</li> </ul>
		<ul style="list-style-type: none"> <li>✓ Regularly reviews services and price points adjusting where appropriate</li> <li>✓ Adjusts prices in line with demand for services</li> </ul>