

Activities Coordinator

Reports to: Registered Manager and Deputy Manager



HERITAGE
- CARE HOMES -

Please note that this role may require occasional work at other homes across the Heritage group.

Key Responsibilities:

Activities

- Create and maintain a rolling activities schedule that includes a section for bed bound service users for the Edwardian and Victoriana Care Home
- Ensure full risk assessments are in place for each activity
- Create posters displaying activities scheduled for the coming week
- Accurately record activities you have carried out with service users
- Provide one to one and group activities to the service users on a daily basis
- Carry out regular fundraising activities

Activities Budget

- Maintain an accurate spreadsheet of activities spend and provide a monthly copy of this to the Finance Manager
- Allocate the activities budget appropriately and order materials where required

Newsletter

- Prepare a quarterly newsletter across the homes that outlines birthdays, new staff, leaving staff and activities
- Design the newsletter (it must have a consistent format)
- Distribute the newsletter to residents, staff, local authorities and other places of interest

Outreach

- Initiate and maintain contact with local churches, youth groups, clubs, schools and societies in the community.
- Organise day trips for residents
- Identify and encourage volunteers from the community
- Attend and minute residents and relatives meetings at all homes in the Heritage group

Training and Development

- Participate in monthly supervision sessions
- Attend training when requested

Personal Specification

Essential

- Excellent verbal and written communication skills
- Enthusiastic about events
- Creative, lateral thinker with good problem solving skills
- An interest in working with the elderly
- Good excel and mathematical skills
- Ability to work to budgets
- Good organisational skills
- Self-motivated with the initiative and ability to work without direct supervision
- Understands and reacts to diverse individual needs

Desirable

- Previous experience in working with the Elderly or in Care
- Previous experience in organising events
- Previous experience of using financial spreadsheets
- Have a creative, artistic flair
- Ability to plan ahead and put ideas into practise
- NAPA Activity Worker Level 2 Award qualification
- Previous experience of evaluating and writing risk assessments
- Driving licence and use of own car

Please note that this Job Description is subject to change. I acknowledge that I have read and understood this document.

Signed: _____

Date: _____

PLEASE RETURN YOUR CV & COVERING LETTER TO THE ADDRESS BELOW

Victoria House, 14-26 Victoria Street, Luton LU1 2UA

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