Job Description

**ACTIVITY COORDINATOR**

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| **Position** – Activity Coordinator  **Responsible to** – Services Manager  **Hours of work** – Refer to Individual Contract  **Annual Leave** – Refer to Individual Contract |
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| **Description and Purpose of the position** |
| * With the guidance and support of the management and senior staff team, the Activity Worker will ensure all people using the activity services receive the appropriate level of care and support, as well as the opportunity for personal development through the provision of a planned programme of meaningful activities. * The post holder will be responsible for providing high quality support to each individual using the activity service. This will be done by recognising and complying with all aspects of that person’s activity plan, & Risk Assessments, Identified Health Needs etc., as well as the personalised activity schedule. * Each individually assessed and planned programme of activities will be delivered under the following key headings:  1. Art & crafts 2. Drama and Sensory Development 3. Community Involvement and Social Skills 4. Horticulture 5. Healthy Lifestyles and personal Development 6. Keeping Safe 7. Employment development 8. Exercise and Healthy Living 9. Social groups & outings  * To support & assist those who use our service through person centred approaches. * To provide flexible and supportive services to maximise customer independence. * To work within the company policies and procedures. * To maintain confidentiality at all times. * To work in partnership with our customers, the team, the organisation and the community. * To promote equality and diversity when assisting those who use our service. * Attend staff meetings and supervision meetings and contribute to the promotion of good practice across the service * Attend all mandatory training and comply with legalisation requirements, * Support and encourage customers to reach their full potential. |
| **Objective** |
| The Activity Worker will ensure that the co-ordinated and planned programme of activities continue to provide people with the opportunity to achieve and maintain their optimal level of enjoyment and independence. This will be done through the delivery of a high quality service and active communication with the senior staff team in order to facilitate the continued development of the service being provided to each activity.  **DUTIES AND RESPONSIBILITIES**   * Adapting to meet the individual needs of customers * Delivering a programmed schedule of activities with individuals and groups. * Encouraging and supporting customers to reach and maintain their optimal level of independence. • Encouraging self-awareness, exploration and reflection on feelings and relationships. * Monitoring and evaluating the effects of the service being provided in order to facilitate customer progress. * Liaising with the senior staff team on all aspects of the service being provided. * To support customers with all aspects of their agreed plan. * Where appropriate, assist customers with personal care needs in accordance with their plan & guidelines. * Assist & support customers to manage their medication, including administration where appropriate in accordance with their plan & guidelines. * Support customers with food preparation where appropriate. * Actively listen to and encourage customers to make known their views, decisions and choices. * Assist customers to plan and to achieve planned goals. * Assist and encourage customers to be at the centre of any planning about future activities * Participate in customer group trips when required. * Support and encourage customers to develop problem solving skills. * Support customers in line with any behavioural guidelines. * Inform the Service Manager of any concerns related to the health and wellbeing of the customer. * Support customers if they wish to raise any complaints. * Use the emergency services where appropriate. * Use out of hours on-call support where appropriate |
| **Recording, Reporting and Administration** |
| * To complete the customer’s daily logs in detail at the end of each activity if required * To maintain complete and accurate records of any medical treatments received by the Customer. * To keep and maintain detailed and accurate records of medication support required during an activity as directed by the customers support plan and the company policy & procedures. * To provide regular oral and written records and or reports to the Service Manager on the progress of individual customers and activities * To ensure that records of those attending are kept for each activity and given to admin at the arranged time each month. * To assist in the development and implementation of new activities * Report to the Service Manager any concerns, worries or defects in service provision, short falls in staffing levels, breeches in discipline or conduct at work by any My Support and Care Services employee. * To immediately report any alleged abuse through the safeguarding of vulnerable adults procedure. * To work in partnership with those who use our service, agencies, families and stakeholders. * To use the out of hours on-call support service and emergency services as appropriate * To carry out other duties as required by the Service manager or directors of My Support and Care services. |
| **Employee Development** |
| * Receive and complete an agreed induction in the first six weeks of employment * Receive on-going induction as appropriate. * Participate in bi-monthly supervisions with your line manager. * Actively participate in an annual appraisal. * Attend training courses to enhance you skills and knowledge * Participate in and support the development of team members, as directed by the Service manager (e.g., assist with training and induction of new team members) |
| **Working Environment and Potential Risks** |
| * Working to assist our customers in designated space and in the community. Those who use our service will from time to time display challenging behaviour which may be physical and/or verbal and/or behavioural in nature. The role may require non-violent crisis intervention procedures (in line with procedures) from time to time. * Implications for COSHH: domestic chemicals and pharmaceuticals. * Implications for health and safety: Food hygiene, fire safety, manual handling, accident prevention. * The position requires shift work. * The position may require driving customers and staff using your personal vehicle or company vehicles. * All staff will be required to attend meetings and supervision at Head Office from time to time. * This job description is not an exhaustive list of duties but a guide to indicate the main areas of responsibility and will be subject to review to meet the service needs. |
| NAME  SIGNATURE DATE |