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Career Band 2

You believe in Abbeyfield's values of Caring, Openness, Honesty and Respect and apply these in all of your dealings with residents, staff and visitors. To ensure your activities remain stimulating you continuously develop them ensuring that they are achievable but not too simple. You understand any condition which may be affecting your residents and how your activities must be suitable and can help to improve their physical health, mood and wellbeing. You have an understanding of the impact of dementia and approach your activities with this in mind.

You understand and observe Abbeyfield's policies and procedures, keep all home and resident records up to date and the home secure, with the knowledge that this is to protect the residents, the company and yourself. Confidentiality is paramount; you apply this in all your dealings and communications. You also ensure you have an up to date DBS certificate to entitle you to work in a regulated environment.

You care for the wellbeing of each resident and build relationships with them with the understanding that you work in their home rather than them living in your workplace. As such you are flexible as required to achieve excellence. You personally respect the rights, differences and dignity of all of our residents and consider this within all dealings and decisions regarding each resident. You also apply this level of respect to your colleagues and visitors.

You are open and honest in your communications and strive to continuously improve whilst taking responsibility for your actions, taking part in training and seeking feedback.

*cleaning and housekeeping is being carried out, as their needs may change.*

*You have high standards of hygiene and infection prevention and control and apply these at all times.*

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Within Abbeyfield we believe that maintaining and improving the social and mental health of our residents is as important as their physical health and you have a vital role in achieving this.

To develop and deliver a varied and stimulating range of social activities which are suitable for your residents you must get to know the residents as individuals. You therefore involve each resident, and others involved in their lives, at all stages of the activity development process and tailor each activity to their current physical and mental needs and abilities, including those with dementia.

You have the responsibility but also the great pleasure of developing positive and supportive relationships with our amazing, residents. You can use their life stories, experiences and interests to collate a selection of personally meaningful activities which will most engage that person, maintaining their choice to be as involved, or not involved, as they wish. Engaging with resident’s relatives, friends and health care professionals can also assist with achieving an understanding of their interests.

To ensure residents are aware of all activities and events you clearly and effectively communicate and promote planned programs in a way which catches their attention and interest. You ensure that those involved in the resident’s lives are also aware so they can contribute accordingly.

You work in partnership with other staff and volunteers, utilising their skills and expertise and motivating and supporting them throughout their involvement. Responsible for each activity running as smoothly as possible, you plan and obtain all needed supplies and deal swiftly with any concerns raised. You maintain an up to date record of relevant information including resident involvement and past and planned activities.

**What you do**

**Activities Coordinator**

**Role Profile**

**How you do it**

* Organised and able to work using your own initiative.
* Creative with a fresh approach to planning activities.
* A caring person who is empathetic and understands the needs of older people, including those with dementia.
* Able to communicate and interact well with a wide range of people in varied situations.
* Patient with the ability to remain calm and tactful in sensitive situations.
* Able to read, write and work with numbers and computers to a good standard.
* A strong and supportive team player.

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Able to read, write and work with numbers to a good standard.

A strong and supportive team player.mfortable and happy with all areas of the home feeling clean, fresh and welcoming.

You are part of an effective team and contribute as a valued and approachable team member.

You are personally continually improving due to your efforts, positive attitude and the support of your team, managers and the Company.

The reputation of Abbeyfield is enhanced by your contribution to a happy environment and CQC and COSHH compliant processes and procedures.

You work in a way that is in line with all of your personal objectives and to contribute to achievement of the homes overall objectives as stated in the ‘Our *Service Standards’ document. Residents wishes and preferences must be respected and you consult with them regularly to make sure they are happy with how their cleaning and housekeeping is being carried out, as their needs may change.*

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 You care. You want to make a difference and contribute to the wellbeing of older people and this job gives you the opportunity to do that on a daily basis.

You feel a sense of achievement when you make someone's day better and this job gives you that opportunity to make people smile every day.

Success for you and Abbeyfield is:

* Residents have the option to attend a program of activities which are varied, stimulating and tailored to their interests, needs and capabilities.
* Activities are popular with positive and engaged residents in attendance.
* You are part of an effective team and contribute as a valued and approachable team member.
* You are personally continually improving due to your efforts, positive attitude and the support of your team, managers and the Company.
* The reputation of Abbeyfield is enhanced by your contribution to a happy environment and CQC compliant processes and procedures.

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*ess and hygiene high and never cut corners.*

*Success for you and Abbeyfield is:*

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**Why you do it**

**About You**

* Are in possession of a current first aid certificate.
* Are in possession of a relevant qualification.

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**You must be:**

**It would be even better if you:**