

## ROLE PROFILE

<b>ROLE TITLE</b>	Activities Co-ordinator
<b>GRADE</b>	London Grade 4
<b>ACCOUNTABLE TO</b>	Scheme Manager
<b>ACCOUNTABLE FOR</b>	N/A
<b>BUDGET RESPONSIBILITIES</b>	N/A

### JOB PURPOSE

Coxley House is a care home that has a capacity of 13 bed space. We work with adults with mental health and physical health support needs. We require an individual who is comfortable working with adults with varied support needs which could include dementia, learning disabilities and mental health needs. This is a customer facing role where an efficient and courteous service will be expected. In L&Q Living, we promote the recovery model of support and as an Activities Coordinator, you will be promoting social inclusion and taking an active role in supporting adults to come out of social isolation and integrate with the community.

You will be responsible for organising and creating a varied menu of activities for residents. This will range from small group sessions to assisting the scheme Manager with resident consultations and monthly scheme meetings. The scheme aims to end social isolation for its residents whilst promoting independence and choice. The post holder is expected to forge a close working relationship with residents to enable planned activities to evolve in line with resident interests. It is envisaged that the residents will be able to steer the range of activities of the scheme and that the Coordinator will encourage and support residents to facilitate this. The role will further include developing activities that is based around physical wellbeing. This may include supporting residents to the gym, setting up walking groups and so forth as physical health can also impact on mental health recovery.

You will be a confident and positive individual with good communication skills, patience and creativity. We are looking to offer not only in-house activities but to build partnership working with other agencies to deliver wider ranging services within the scheme. The Coordinator will be expected to actively work with such agencies and encourage participation from residents who would benefit from the sessions held.

### ACCOUNTABILITIES & RESPONSIBILITIES

1. To plan, facilitate and promote a range of in-house activities that flexibly meets the needs of the residents in terms of content and times of delivery, including activities that take place outside of the standard hours of the normal working week. To enable residents to develop and participate using feedback to shape the service offered.

2. To collate and use the feedback from residents/families and other participants of the activities to shape the service offered.
3. To provide evidence-based records of social and recreational activities undertaken to enable reports to be produced.
4. To build strong working relationships with external partners and agencies to enrich the activities available to residents and off-site opportunities.
5. To assist and lead where requested on Resident Consultation around the activities offered and any other scheme topics where resident feedback is vital. This may also include collecting feedback for partnership agencies providing a service at Coxley House.
6. To co-host monthly Resident Meetings and weekly Coffee Mornings.
7. To advertise and produce posters and supporting documentation for activities.
8. To be responsible for the clerical and administrative needs of the post and to participate where necessary to the administrative tasks associated with the smooth running of the scheme.
9. To effectively work with volunteers in the delivery of activities via delegation and monitoring of tasks.
10. To report any Health & Safety concerns and assist with duties such as the testing of alarm systems if required.
11. To raise any Safeguarding concerns with the Scheme Manager.
12. To use recovery tools that are provided by L&Q – this will include WRAPS, staying well handbooks, support planning tools where required, using mental aids such as ‘five a day’ to promote mental health wellbeing.
13. To plan and promote themed months within the scheme. To use opportunities given by L&Q Inclusion group as well as community opportunities and grants.
14. To participate in the consistent application of Group Standards and Policies.
15. To work flexibly to support the efficient and effective delivery of services.
16. To ensure all training is completed that is required for the role.
17. Participation in staff meetings
18. Participation in quality assurance systems.

19. Participation in staff supervision and personal development review.
20. To complete risk assessments on activities, outings, and events as necessary.
21. Discuss the aims and objectives of recreational therapy with other staff members.
22. To assist the Scheme Manager in actively marketing the home and promoting a positive profile within the community.
23. Maintain full and accurate records of activities using the relevant documents, in order to monitor, record and evaluate individual and group participation and success.

<b>TECHNICAL COMPETENCIES</b>	
<b>Education &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>• Must be able to demonstrate literacy and numeracy skills. Willingness to undertake relevant training.</li> </ul>
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with adults with mental health</li> <li>• Experience of organising group activities and events</li> <li>• Working knowledge of the risk assessment process</li> <li>• Experience of working within a supported housing environment</li> <li>• Experience of partnership working</li> <li>• Knowledge of learning disabilities</li> <li>• Knowledge of mental health needs</li> <li>• Experience in delivering activities</li> </ul>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to work with residents as a group as well as one to one</li> <li>• Good communication skills</li> <li>• A team player who is able to influence and motivate other team members for initiatives</li> <li>• Ability to organise activities and outings</li> <li>• Understanding of Health &amp; Safety issues in residential care, and risk assessments</li> <li>• Ability to support individuals with budgeting so that they can partake in planned activities</li> </ul>
<b>Personal Attributes &amp; other requirements</b>	<ul style="list-style-type: none"> <li>• Fitness to carry out the function of the post</li> <li>• The ability to form positive relationships with colleagues, residents and outside agencies</li> <li>• Ability to work alone as well as part of a team to promote harmonious working relationships by recognising that everyone has a contribution to make and encouraging them to do so</li> </ul>

	<ul style="list-style-type: none"> <li>• A positive attitude to older people and a commitment to provide stimulating, quality activities and social events</li> <li>• Ability to research into opportunities in the community and liaising with stakeholders to bring in opportunities for our residents</li> </ul>
--	---

OTHER REQUIREMENTS	
<b>Essential Car User</b>	This role <b>does not</b> require the post holder to hold a full UK driving licence and have access to a vehicle.
<b>DBS</b>	<p>This role <b>requires</b> the post holder to have close contact with children/vulnerable adults overnight or for three or <u>Terms of reference</u></p> <p>Children – anyone under the age of 18</p> <p>Vulnerable adults – people with mental health needs, a disability of any sort, behavioural problems, older people and victims of abuse.</p> <p>Close contact – unsupervised access to the individual or access to sensitive records regarding the individual.</p>
<b>Business Continuity</b>	This role <b>has not</b> been identified as an Essential Business Continuity Role.
<b>Evenings and Weekends</b>	This role requires the post holder to work on a flexible basis as required by the service. This may include evenings and weekends.

L&Q VALUES – SHARED BY EVERYONE	
<b>People</b>	We care about the happiness and wellbeing of our customers and employees.
<b>Passion</b>	We approach everything with energy, determination and enthusiasm
<b>Inclusion</b>	We draw strength from our differences and work collaboratively.
<b>Responsibility</b>	We own problems and deliver effective, lasting solutions
<b>Impact</b>	We measure what we do by the difference we make.