



Position: Activities Co-ordinator

Responsible to: Home Manager

Purpose of position:

To create and develop a stimulating activities programme which enhances the quality of life of each resident within the Amesbury Abbey Group. To provide a wide range of activities, that will interest, inspire, motivate and support the physical and mental well-being of our residents. To promote the privacy, dignity, independence, choice, rights and fulfilment of all our residents.

Principle responsibilities

- Plan, organise and co-ordinate activities for active daily living for each resident individually and in groups, to include assisting in existing hobbies and recreation.
- Work with residents in such a way as to promote their equality, diversity and human rights.
- Take appropriate action to safeguard vulnerable adults in line with current legislation and best practice guidance.
- Plan and organise an activities programme which includes events and outings that will maintain interest and develop over a period of time.
- Identify the needs of both the collective group and the individual and tailor activities accordingly.
- Encourage involvement in the local community.
- Plan and organise external outings with appropriate support, facilities, transport etc
- Pay particular attention to assisting residents who have limited mobility or physical / learning difficulties, making the best use of any aids provided.
- Observe care planning needs for residents and complete written daily records as instructed by a Registered Nurse or the Home Manager.
- Under the supervision and guidance of Senior Care Staff, to report on the well-being of residents.
- Support qualified staff in the care planning process.
- Ensure that the privacy and dignity of our residents is maintained at all times.
- Participate in Staff and Client meetings as and when required.
- Support qualified staff in promoting individual resident's nutritional and hydration needs.

Our benefits include

- Long service awards
- Company pension scheme
- 28 days holiday pro rata (including Bank Holidays)
- Holiday allowance increases with service
- Free parking
- Subsidised meals
- Free DBS
- Blue Light Discount Card
- Employee Assistance Programme

Shift available – Monday to Friday 9.00am to 4.00pm