



**POSITION** Weekend Activities Coordinator / Receptionist

**LINE MANAGER** 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 Service Users. To promote the privacy, dignity, independence, choice, rights and fulfilment of all our service users.

**Principle responsibilities – Activities Coordinator**

- To 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.
- To work with residents in such a way as to promote their equality, diversity and human rights.
- To take appropriate action to safeguard vulnerable adults in line with current legislation and best practice guidance.
- To plan and organise an activities programme which includes events and outings that will maintain interest and develop over a period of time.
- To identify the needs of both the collective group and the individual and tailor activities accordingly.
- To encourage involvement in the local community.
- To plan and organise external outings with appropriate support, facilities, transport etc
- To pay particular attention to assisting residents who have limited mobility or physical / learning difficulties, making the best use of any aids provided.
- To 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.
- To support qualified staff in the care planning process.
- To ensure that the privacy and dignity of our residents is maintained at all times.
- To participate in Staff and Client meetings as and when required.
- To support qualified staff in promoting individual resident's nutritional and hydration needs.

• **PRINCIPLE RESPONSIBILITIES**

- To answer all telephone calls in a timely and professional manner, transfer calls and take messages where necessary.



- Ensure front of house is kept looking smart and presentable at all times.
- To deal effectively and politely with any queries made to the home from any source, give out brochures if asked.
- To pass on any enquiries for independent living or nursing home made by email or phone to Naomi Cornelius-Reid to deal with.
- To ensure the front and side door is manned at all times and all visitors to the home are welcomed, sign in upon arrival and out when they depart.
- Sort the post, newspapers and any deliveries and distribute to residents.
- Ensure that invoices and delivery notes from suppliers are placed in the accounts pigeon hole.
- Support the team with any reasonable administrative tasks.
- Book taxis for residents as and when required and ensure that this information is passed on to the weekday receptionist to recharge to the resident on their sundries invoice.
- Book in lunch guests and liaise with the kitchen team to advise them of such, ensure that this information is passed on to the weekday receptionist to recharge to the resident on their sundries invoice.
- Open and close the resident's shop. Make sure all purchases are recorded and passed on to the weekday receptionist to recharge to the resident on their sundries invoice.
- Take bookings for the hairdresser and ensure information is passed on to the weekday receptionist.
- Help with administration for events with other relevant staff.
- Ensure confidential information is not shared.
- Undertake any other reasonable request, as and when required, on instruction from a senior member of staff

## OUR BENEFITS INCLUDE

- Paid breaks
- Overtime enhancements available
- Long Service Awards
- Company pension scheme
- 28 days holiday pro rata (including Bank Holidays)
- Holiday allowance increases with service
- Free parking
- Free meals
- Free uniform
- Free DBS
- Blue Light Discount Card
- Employee Assistance Programme
- Ongoing training opportunities



SHIFTS AVAILABLE

Saturday and Sunday 08.30 to 16.30

PAY

£14.12 basic weekday rate. £15.18 basic weekend rate