

Job description



Job title:	Extra Care Activities Co-ordinator
Hours:	22.5 per week
Pay:	National Minimum Wage as per age gr
Responsible to:	Care Co-ordinator
Employed by:	Crossroads Together
Location:	Stockport Extra Care

Introduction to the Service

Our Crossroads Together team, based at four Extra Care Schemes in Stockport, offer the residents practical and emotional care and support within their own homes. Whilst the Extra Care setting provides the residents and their families with a greater sense security, our aim is to help individuals maintain their independence.

Our professional carer support workers, work with the residents and their families to create a person centred care plan which could involve personal care (bathing, dressing, toileting), support with medication, light domestic duties and facilitating residents to enjoy activities at home and out in the community.

We also provide tenants with a range of organised group activities in the communal areas of the sites. These can include games, arts and crafts, exercise classes, 1:1 activities. The activities we provide enrich the lives of the tenants and support their wellbeing.

Activities Coordinator's will be encouraged and supported to see their work in terms of helping people to achieve their goals and desired outcomes and not just to perform the prescribed tasks. The job description is a broad description of the duties of an activities co-ordinator will be expected to perform with some examples given for what the main duties actually involve. The exact duties to be carried out for each person with care needs are not limited to those examples, these will be agreed with a senior member of staff before the activities co-ordinator begins providing support and will then be set out in a care plan/support plan.

Comprehensive induction training will be provided. Staff will not work unsupervised until induction has been successfully completed, activities coordinators will be offered the opportunity to achieve their Care Certificate

Crossroads Together provides support to residents 24 hours a day, 365 days a year. The activities co-ordinator working pattern will be agreed between them and a senior member of staff.

Main aims of the post

- To provide support to carers and people with care needs including emotional support.
 - To engage tenants of Stockport Extra Care sites with meaningful activities
 - To seek feedback from tenants to drive the quality of the service
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Duties to include

1. To provide emotional support, companionship and a safe environment for those in need of supervision and help. This can be provided through social interaction, shopping trips, local outings in the community, cleaning together, having a drink and chat, etc.
2. To plan and provide support with organised group activities for people with care needs.
3. To engage with tenants and provide activities that are meaningful.
4. To support the service to compile feedback from tenants through tenant meetings, family meetings, survey/paper feedback
5. To support the person with care needs with activities outside their home with support from members of the care team.

Health and safety

6. To report any concerns about tenants wellbeing and welfare to a line manager
7. To implement, operate and maintain safe systems of work in accordance with Crossroads Together policies, procedures and guidance, training and associated risk assessments.
8. To report to your manager any situations or issues for concern relating to significant foreseeable risks, incidents (including near misses) and / or accidents which give cause for concern in relation to safe systems of work (affecting your own health and safety or that of others affected by your work activities).

General

- To be committed to safeguarding and promoting the welfare of vulnerable adults and children.
- To work at all times within the philosophy and policies of Crossroads Together .
- To comply with the Health & Safety at Work Act 1974 and with Crossroads Together policy, paying particular attention to the reporting of dangerous situations.
- To respect the personal choice and lifestyles of colleagues, carers, and people with care needs, ensuring that Equal Opportunity principles are applied at all times.
- To comply with the Code of Conduct.
- To undertake any other duties that may be considered commensurate with the level of the post and that are set out in the care plan.

The contents of this job description may vary from time to time.

RELEVANT INFORMATION ABOUT THE FAMILIES WHO RECEIVE CROSSROADS TOGEHER CARE WILL BE GIVEN TO STAFF. IT IS IMPERATIVE THAT CONFIDENTIALITY BE RESPECTED. FAILURE TO MAINTAIN CONFIDENTIALITY CONSTITUTES GROSS MISCONDUCT AND WILL RESULT IN DISCIPLINARY PROCEEDINGS AND PROBABLE DISMISSAL

Person specification

Activities Coordinator- Stockport Extra Care

Essential	Desirable
Experience	<ul style="list-style-type: none"> • Experience of providing care either paid or unpaid. • Experience of working with vulnerable adults and / or children either paid or unpaid.
Qualifications <ul style="list-style-type: none"> • Commitment to undertake Health and Social Care Induction and mandatory training 	<ul style="list-style-type: none"> • A desire to achieve the Care Certificate
Skills and abilities <ul style="list-style-type: none"> • Able to develop good working relationships with carers and people with care needs while maintaining appropriate personal boundaries. • Able to work independently and take initiative while working within Crossroads Together policies, procedures, guidance. • Able to demonstrate care and respect for vulnerable adults and children. • Able to demonstrate good verbal and written communication skills. 	
Knowledge <ul style="list-style-type: none"> • Understanding of the importance of confidentiality. 	<ul style="list-style-type: none"> • Understanding of the needs of carers.
Other <ul style="list-style-type: none"> • To be committed to safeguarding and promoting the welfare of vulnerable adults and children. • Applicants must be willing to undergo screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service. 	<ul style="list-style-type: none"> • Drivers will only be permitted to carry service users if they have held a driving licence for at least one year and have no more than six points on their licence. and valid business insurance.