

JOB DESCRIPTION

JOB TITLE:	Activity Coordinator
GRADE:	Band 2
DEPARTMENT:	Holy Name
RESPONSIBLE TO:	Registered Manager – Residential Rehabilitation Unit
LOCATION:	Highfield Residential Unit (other residential units as required)

JOB PURPOSE/OVERVIEW

PRINCIPAL ACCOUNTABILITIES:

- To promote and safeguard the welfare of vulnerable adults
- To provide direct support, guidance, supervision and care to customers in accordance to their personal assessment and a reed support lan on an individual or group basis
- To provide personal care as designated in the personal plan and to promote independence and self direction at all times whilst promoting dignity, privacy and showing respect. To meet physical needs including toileting, washing, feeding and other personal care tasks.
- To administer medication in line with the universal medication policy if this is a requirement of the plan following agreed policy and procedures
- To participate in the identification of needs and follow guidance and instruction of senior staff including health colleagues where necessary
- To assist with the management of behavior, to contribute to and implement agreed behavior management plans and risk assessments under supervision of senior staff
- To work closely with customers, their families and other professionals to ensure consistency and to maximize the effectiveness of the personal support plan and to review the plan on a regular basis
- To maintain departmental records, undertake admin functions as required to ensure the accuracy of record keeping, to share the information in a professional manner and to maintain confidentiality as required. To assist service users with financial transactions such as dinner monies, to collect monies from clients eg for payments for activities or meals and to assist senior staff with financial transactions such as shopping for activities. To lock or unlock buildings/rooms in the absence of senior staff or staff who normally undertake this task
- To devise and implement interesting programs of activity for people with a range of different disabilities and or medical conditions
- Cook and serve meals, light snacks and drinks considering dietary and feeding requirements and to complete appropriate records relating to food handling and stock control if required
- The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety

GENERAL:

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The postholder must be flexible to ensure the operational needs of the company are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various workplaces in the service.

DIMENSIONS:

Responsibility for Customers/Clients:

Day to day care for the welfare of customers ensuring their emotional and physical needs are met in accordance with their care and support plans. Recording and reporting incidents and transactions to ensure records are maintained and accurate

Responsibility for Budgets:

None but day to day assistance with some customers to manage their own money and where necessary intake and receipt for small sums of money e.g. dinner/activity money and to assist service users working with public eg selling plants or shopping for materials for activities

Responsibility for Physical Resources:

As part of a team and under the direction of senior staff ensure the security of buildings as directed. To lock or unlock buildings/rooms in the absence of senior or ancillary staff who normally undertake this function As necessary check customers' own equipment is clean and safe and where necessary report defects

DUTIES & RESPONSIBILITIES

Communication

- Establish and maintain effective communication with patients, carers and staff, empathising and being understanding where there may be barriers to understanding
- Provide appropriate levels of advice to patients and carers
- To participate in team meetings, multi-disciplinary working relationships liaising with all agencies internal and external relevant to the patients care
- May be required to receive and provide straightforward information both on the telephone and in person.

Analytical Tasks

- Assessing requirements and requesting support when appropriate
- Make straightforward decisions within own remit based on patient conditions and determine the best course of action within own remit

Planning and organisational skills

- To contribute to the processes involved in improving quality of care and the service by participation in team meetings, supervision and personal development reviews
- Ensure rooms and clinical equipment are prepared for use in a timely manner

- Assists with maintaining stock levels of equipment within the clinical rooms and storage areas
- Able to manage own time effectively
- Plan and organise own designated tasks

Physical Skills

- Practices safe moving and handling procedures
- Inputting patient data electronically
- Use of tools and equipment for basic patient metrics e.g. height, weight and blood pressure monitoring

Responsibility for Patient Care

- The post holder will have direct patient contact when delivering care/procedures according to patient care plans
- Procedures may include, testing urine samples, chaperoning, blood pressure monitoring, blood glucose testing, pulse-oximetry phlebotomy and gathering baseline observations according to competencies
- To ensure all samples/specimens are recorded/labelled correctly and transported in a timely and appropriate manner according to service policies and report discrepancies to senior members of staff

Policy and Service Development Implementation

- To follow organisational policies, ensuring own knowledge is kept up to date in regards to organisational policy
- Work with supervisor/line manager to identify improvements to the service and how these can be implemented as and when requested

Responsibilities for Financial and Physical Resources

- Maintain stock control of supplies as and when requested
- Ensure adequate and relevant equipment is available prior to clinic sessions
- Booking of interpreters where appropriate in line with policy

Responsibilities for Human Resources

- Demonstrate own role to new starters and students.
- Recognises and understands the roles of others and supports new and less experienced staff and students under the direction of a registered health professional

Responsibilities for Information Resources

- Responsible for own data entry on patient electronic record
- Accurate recording and processing of patient information and patient care
- Assist with administration including filing, photocopying and telephone answering
- Responsible for recording own information on employee online and e-expenses system
- Ensures information regarding procedures is recorded in a timely and understandable manner

Responsibilities for Research and Development

- Undertakes surveys or audits as necessary to own work.

Freedom to Act

- Is guided by policies and procedures and is able to escalate enquiries
- Have a clear responsibility to seek guidance from senior colleagues and other appropriate persons as required

EFFORT AND ENVIRONMENT

Effort criteria – the frequency with which the post holder is expected to deal with the following areas should be indicated e.g. average over a day, a week, a month or a year

<p>Physical Effort</p> <ul style="list-style-type: none"> • Using a keyboard. • Moving and Handling patients • Handling clinical and non-clinical waste.
<p>Mental Effort</p> <ul style="list-style-type: none"> • Frequent requirement for concentration • Work pattern is often predictable
<p>Working Conditions</p> <ul style="list-style-type: none"> • Frequent use of VDU when inputting patient information and data. • Occasional exposure to unpleasant working conditions including bodily fluids
<p>Emotional Effort</p> <ul style="list-style-type: none"> • Frequent contact with patients who may occasionally be distressed or emotional

PERSON SPECIFICATION
Band 2 Activity Coordinator

	Essential	Desirable	How assessed
<i>Education / Qualifications and Relevant Experience</i>			
Level 2 or equivalent level of experience in Health and Social Care	X		Application Form/ Certificate
Hold Care Certificate or willingness to complete within induction period	X		

	Essential	Desirable	How assessed
<i>Knowledge and Experience</i>			
Knowledge of working in a health care environment		X	Application Form/ Interview/ Work Basket
Good understanding of basic IT skills	X		

	Essential	Desirable	How assessed
<i>Skills and Abilities</i>			
Effective interpersonal skills to work one-to-one with patients	X		Application Form
Ability to communicate with healthcare professionals and patients	X		Application Form
Ability to deal with potentially challenging and distressed people	X		Application Form
Working with patients in a healthcare setting		X	Application Form
Experience of prioritising own workload	X		Interview
Effective verbal and non-verbal communication skills in dealing with face-to-face contact	X		Interview
Good telephone manner and communication skills	X		Interview
Ability to work within a team and independently	X		Application Form/Interview

	Essential	Desirable	How assessed
<i>Other Requirements</i>			
Able to work within a shift system which includes working unsocial hours, bank holidays and weekends	X		Application Form
Approachable, tactful and caring	X		Interview

Ability to commute between various sites or within the community	X		Application Form/Interview

Job Description agreed by:

Name:

Signature:

Date: