



JOB DESCRIPTION

Post Title:	Activities Organiser
Employer:	Hafod Care Association Limited
Responsible To:	Registered Manager

MAIN OBJECTIVES OF THE POST

- To provide a comprehensive activities programme for an elderly client group to include arts and crafts, discussion groups, projects, quizzes etc.
- To provide an advocacy service to residents when required.

PRINCIPAL DUTIES

1. In consultation with the Home Manager, to devise and implement an activities programme, paying particular attention to the needs and requirements of the client group.
2. To encourage residents to partake as fully as possible in arranged activities which are meaningful and fulfilling for individuals.
3. To establish individual interests and encourage previous hobbies in line with individual care plans.
4. To promote activities both within the Home and outside the Home.
5. To facilitate monthly residents' meetings.
6. To keep records of activities to include minutes of residents' meetings.
7. To provide an advocacy service within the Home setting.
8. To participate in training and staff development.
9. To access resource available within the local community to ensure individual remain part of the community e.g. local school, library, and church services etc.
10. To co-operate with Hafod Care in complying with relevant health and safety legislation, policies and procedures in the performance of the duties of the post.
11. To behave in accordance with the company's values
12. To ensure compliance with Hafod's policies and procedures at all times.



13. To maintain confidentiality and observe data protection and associated guidelines where appropriate

The duties in this job description are not exhaustive and may be altered at any time to reflect the changing needs of the Association

PERSON SPECIFICATION: ACTIVITIES ORGANISER		
	ESSENTIAL	DESIRABLE
QUALIFICATIONS	*****	Advocacy training Activities for Older People training
WORK EXPERIENCE	*****	Experience of working in a care setting
SKILLS	Proficient verbal and written communication skills Strong interpersonal skills Organisational skills	Artistic ability
SPECIAL APTITUDES	Ability to work without supervision Practical approach Aptitude towards learning and personal development	*****
PERSONAL QUALITIES AND ATTRIBUTES	Tolerance Understanding Sympathetic Caring	*****
OTHER REQUIREMENTS	Flexibility	*****

PLEASE NOTE THAT THIS POST IS SUBJECT TO ENHANCED DISCLOSURE AS PROVIDED BY THE DISCLOSURE AND BARRING SERVICE, AN EXECUTIVE AGENCY OF THE HOME OFFICE. DISCLOSURE IS A MEANS FOR THE ASSOCIATION TO CHECK THE BACKGROUND OF JOB APPLICANTS TO ENSURE THAT THEY DO NOT HAVE A HISTORY THAT WOULD MAKE THEM UNSUITABLE FOR POSTS THAT INVOLVE WORKING WITH VULNERABLE PEOPLE. THE ASSOCIATION WILL ONLY REQUEST DISCLOSURE FROM THOSE THAT HAVE BEEN OFFERED EMPLOYMENT.



PAY AND CONDITIONS – ACTIVITIES ORGANISER

1. The hourly rate for this position is **£8.09 per hour**.
2. The hours of work are as agreed with management.
3. Please note that the Association reserves the right to alter the arrangement of these hours if it is in the best interests of the Association to do so.
4. Your paid holiday entitlement will be **5.6 weeks per annum**.
5. The Association operates a pension scheme which will be subject to Association and Government rulings.