

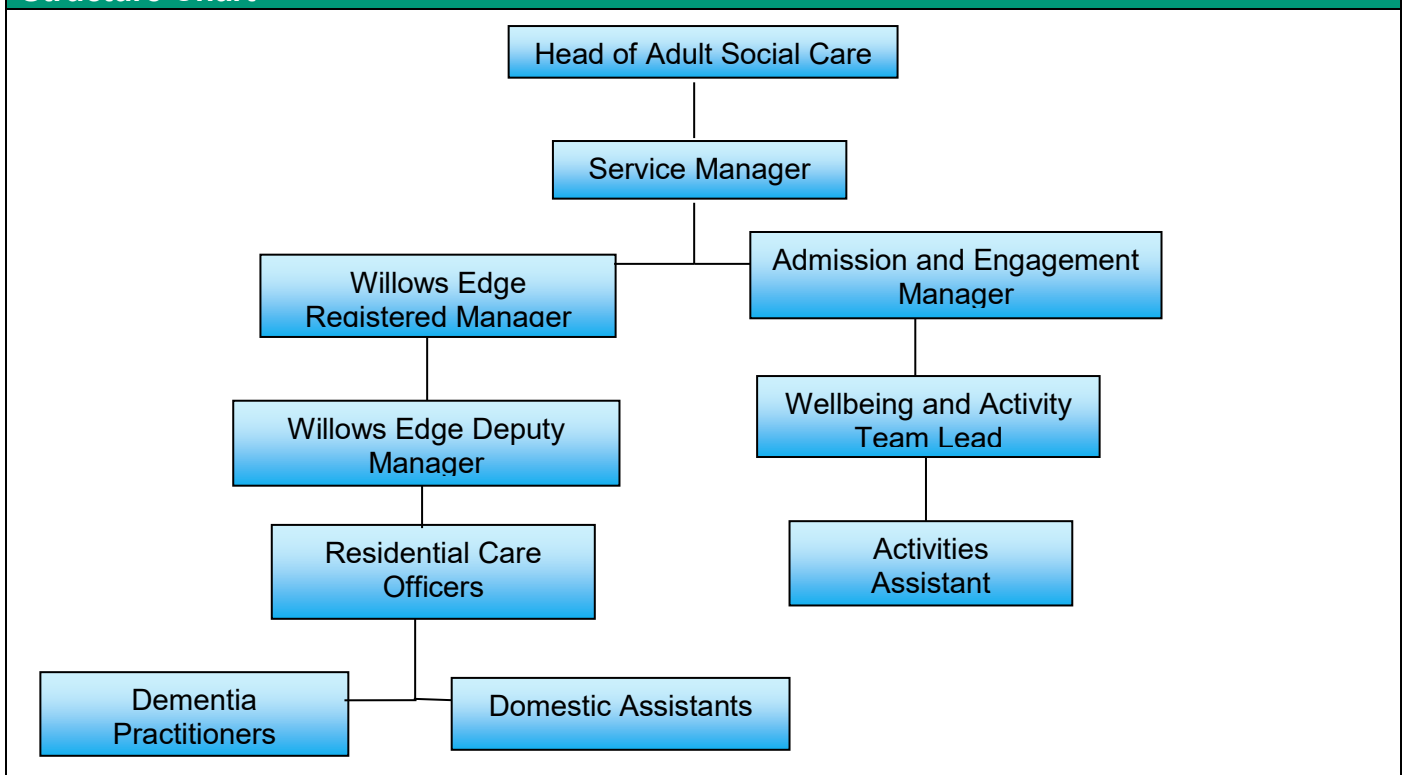
Job Description and Person Specification

Job title:	Wellbeing and Activities Coordinator
Directorate:	People
Service:	Adult Social Care
Team:	Responsive Care Providers – Care Homes
Post number:	02398
Salary grade:	D
Work location:	Willows Edge Residential Home
Reports to:	Wellbeing and Activity Team Lead
Supervises:	n/a

Job Purpose

- To lead the provision of a wide range of recreational activities and wellbeing functions for Residents both within and outside the home, which will promote the physical, social and emotional wellbeing of the residents.

Structure Chart



Main Duties and Responsibilities

- To assist with developing and instigation of a comprehensive, stimulating range of activities and opportunities for the residents of the home.
- To assist with assessing the social needs of individuals, and provide a variety of stimuli both in-house and off-site.
- To promote independence with freedom of choice, and assist residents to maximize their optimal potential.
- To display and maintain the activities program on the residents' notice board.
- To develop and encourage social interaction between residents as appropriate.
- To assist with co-ordination of all out of house visits ensuring that all necessary enquiries regarding safety, access, toilets, costs etc prior to visits.
- To engage Care Staff presence and where appropriate, voluntary assistance and ensure vehicular arrangements are suitable for the type of visit.
- To operate in a manner consistent with the Response Care Provider's 4 core values; Respect, Inclusion, Compassion, Empowerment.
- To comply with WBC health and safety policies, procedures and rules, taking reasonable care of self and others.
- To adhere to the standards set out in the WBC competency framework.
- To carry out any other relevant and appropriate duties considered necessary by the senior leadership and commensurate with the role.

Scope (impact on/control of resources, people, money etc)

- Work within funding and other resources as directed by senior leadership, ensuring the purchasing of resources is within budget.

Person Specification

Qualifications	Essential/ Desirable	Internal Use Only
Qualified to a good standard of education up to the equivalent of GCSE level including passes in English and Maths at grade 4/C and above	E	1
Dementia care training	D	1
NVQ level 2 or equivalent or demonstrable ability and willingness to undertake a Diploma	D	2
Experience		
Previous experience of working in a caring setting – preferably with people with dementia	D	1
Experience of the accurate recording and processing of detailed data and confidential client information	D	2
Experience of working with diverse organisations	D	3
Experience of working effectively within a team, with a range of professional colleagues	E	1
Knowledge and understanding		
Sound knowledge of safeguarding adults processes (policies & procedures)	E	1
Sound knowledge of working within the CQC regulations	E	2
Sound knowledge of care of older people and those with Dementia	D	1
Knowledge of the legislative framework for Adult Social Care including	D	2

the Deprivation of Liberty safeguards (DOLS)		
Knowledge of Health & Safety in a Care Home	E	3
Knowledge of NAPA Standards	D	3
Other work-related requirements		
DBS Check with enhanced bared lists?	Yes	n/a
Politically restricted post?	No	n/a
This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2017; the requirement to fulfil all spoken aspects of the role with confidence in English applies.	E	1

Skills and abilities		
Ability to read and write simple reports in English	E	1
Ability to use Email and Outlook and to use a web browser to access information	E	2
Ability to communicate effectively with a wide range of people, verbally and in writing	E	3
Ability to manage a wide ranging workload, prioritise work and meet deadlines	E	4
Ability to deal sensitively and efficiently with situations in the home	E	5
Ability to work with people who can be challenging	E	6
Ability to demonstrate non-discriminatory practice	E	7
Ability to cope in difficult or stressful situations	E	8
Other skills e.g. social or creative activities	D	1
Work-related personal qualities		
Good team worker	E	1
A friendly and approachable manner with others	E	2
Take part in meetings and other events outside normal working hours	E	3
Other work-related requirements		
This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016, and therefore the ability to fulfill all spoken aspects of the role with confidence in English will be required. Conversing at ease with members of the public, providing advice and using any specialist terminology appropriate to the role is essential for the post	E	1
Enhanced DBS check with relevant barred list/s	Yes	
Is this post politically restricted?	No	