

Kent County Council

Job Description: *Activities Co-ordinator*

Directorate:	Adult Social Care and Health
Unit/Section:	Older People
Grade:	Activities Co-ordinator Competency Career Grade – KR5
Responsible to:	Team Leader/Unit Manager

Purpose of the Job:

Develop, deliver and evaluate a programme of activities for service users in accordance with their individual needs, interests and abilities to promote their independent living skills. This will be under the direction of the professional lead and in accordance with individual care programmes to deliver the Transformation of Social Care agenda to enable personalised services for individuals to have choice and control over the shape of their support.

Provide a complete range of enabling and personal care to service users in accordance with individual care programmes.

Act as key worker to a number of clients to provide dedicated care.

Main duties and responsibilities:

- Prepare, plan, organize and deliver a programme of activities to service users, on an individual or group basis, according to their identified needs, preferences and capacities to improve their cognitive functioning and physical and emotional well-being.
- Support and encourage service users to participate in activities to develop their confidence and to maintain or improve their independent living skills.
- Assist clients and enable independence where possible in all aspects of physical and personal needs, including bathing, feeding, dressing, hair care, toileting, soiled clothing etc., whilst maintaining client privacy and dignity to ensure a high standard of personal care.
- Ensure clients dietary needs specified in the clients care plans are met.
- Record and monitor on a day-to-day basis client progress, level of functioning including details of activities, administer medication as appropriate, diet, contact with carers, notifying the senior staff of any changes and matters of concern, together with appropriate written reports to meet the needs of the client care programme.

**Care Staff must have completed the appropriate training for administering, recording and monitoring of Medication and met competency standards as stated by the Unit/Registered Manager before administering medication.*

- As a member of the Care Team for our service users, adhere and comply with Adult Protection Procedures – Safeguarding Vulnerable Adults to prevent the abuse of vulnerable adults. Take responsibility for being aware of any concerns or incidents regarding Adult Protection issues and immediately report to senior staff.
- Participate and contribute at team and one-to-one meetings on a regular basis and Service User Care Plan Review meetings as required, sharing and receiving information i.e. risk assessments to contribute to the Service User's care programme and the delivery of high standards of personalised care within the residential, day or community setting.
- Complete / attend training courses as required. Assist in the training of other care staff as directed.
- Comply with Health and Safety, Fire Regulations and other Corporate and Directorate policies, practices and procedures to carry out the duties of the post.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Kent County Council
Person Specification: *Activities Co-ordinator*

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none"> • NVQ in Health and Social Care Level 2 or equivalent • Hold or work towards Skills for Care Common Induction Standards within specified time frame
EXPERIENCE	<ul style="list-style-type: none"> • Experience of care for people in a working, voluntary or family environment • Experience of older people and dementia
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Ability to attend other training sessions to ensure skills are up to date e.g. dementia, challenging behaviour • Ability to communicate in a variety of ways in a clear, patient and encouraging and effective manner with service users, colleagues and health care partners • Ability to have empathy with older people to listen, observe and contribute to discussions to meet service user wishes to deliver personalised services and activities. • Ability to encourage, motivate and influence service users to enable them to do things for themselves and to participate in activities. • Ability to assess service users' abilities and to gather information about service users, and to use this information to identify meaningful activities at the appropriate level of challenge. • Ability to evaluate the success of activities in engaging service user interest and achieving the desired outcome. • Ability to provide care in accordance with Service User's Care Plan and wishes, identifying changes and acting upon them in liaison with management and/or professional lead. • Ability to record accurately daily care for the Service User, identify any changes in well-being with prompt referral to Supervisor, Carer or health care colleagues. • Ability to deal with day to day problems and to identify which problems should be referred to a supervisor. • Able to be receptive to information being communicated (which can be non-verbal), contribute to its interpretation and pass on to others as appropriate. • Committed to delivering high standards of care as defined by procedures and practices, whilst recognizing the need to adhere to KCC's -Code of Conduct for Employees. • Committed to the 'promoting independence and person centered' ethos of the service. • Ability to travel across a geographical area in a timely and flexible manner at various times of the day in accordance with the needs of the job.

	<ul style="list-style-type: none"> • Ability and commitment to support the Directorates Equality and Diversity Policy Statement which is an integral part of the Directorates service delivery and relationship with the client to respect people as individuals, regardless of age, ethnic origin, cultural values, disability, gender, sexual orientation or religion • Use of IT • Ability to demonstrate creative and innovative ways of delivering activity programme meeting needs of individuals. • Contribute to community capacity building.
<p>KNOWLEDGE</p>	<ul style="list-style-type: none"> • Knowledge of the client group and how their cognitive, sensory, emotional, physical and social abilities are affected. • Staff will be expected to work within national legislation, and Corporate and Directorate policies and procedures. An understanding of the need and importance of working to defined policies, procedure and practices. • Awareness of Health & Safety procedures relevant to the job i.e. manual handling, safe use of equipment, COSHH, Administering Medication, First Aid and Hygiene Practice • Knowledge of KCC financial procedures and regulations which apply to the job or an understanding and awareness of the need to adhere to agreed financial procedures, regulations etc. • Awareness of the need for compliance with equality policy, procedure and legislation to respect people as individuals, regardless of age, ethnic origin, cultural values, disability, gender, sexual orientation or religion • Awareness of Data Protection and confidentiality issues e.g. Code of Conduct for Employees
<p>KENT VALUES AND CULTURAL ATTRIBUTES</p>	<p>Kent Values:</p> <ul style="list-style-type: none"> • We are brave. We do the right thing, we accept and offer challenge • We are curious to innovate and improve • We are compassionate, understanding and respectful to all • We are strong together by sharing knowledge • We are all responsible for the difference we make <p>Our values enable us to build a culture that is:</p> <p>Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile</p> <p>Curious - constantly learning and evolving</p> <p>Compassionate and Inclusive - compassionate, understanding and respectful to all</p> <p>Working Together - building and delivering for the best interests of Kent</p> <p>Empowering - Our people take accountability for their decisions and actions</p> <p>Externally Focused - Residents, families and communities at the heart of decision making</p>

	<p>(If this document is being used for recruitment purposes, examples of Behaviours which support the Kent Values will need to be demonstrated within the context of this post)</p>
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