

**JOB DESCRIPTION**

**JOB TITLE:**  Activities Co-ordinator x 3 posts

**BASED AT:**  Ysbyty’r Seren - Bridgend

**HOURS:** 5 days a week – Monday to Sunday:

* 37 Hours x 2
* 30 Hours

**SALARY:** £9.50 – weekdays / £14.25 – weekends (per hour)

**RESPONSIBLE TO:** Service Manager

**CONTRACT:** Temporary contract until 31st March 2022

**APPLICATION DEADLINE:** Midday 22th November 2022

**OVERALL RESPONSIBILITY**

* Supporting Clinical and Healthcare Teams to improve patient experience, wellbeing and happiness using a range of methods including the use of digital technology (i.e., audio books, facetime, virtual experiences and on-line ‘brain-teasers’)

* Provide daily meaningful, therapeutic activities and opportunities for patients to stay connected with family and friends whilst in hospital.
* Support the Ward staff in discharge planning to ensure the patient is prepared for safe discharge and received post-discharge support to reduce the risk of readmission.

**MAIN DUTIES AND RESPONSIBILITIES**

* Provide short and/or long-term practical and emotional support.
* Carry out assigned tasks identified following an assessment of need.
* Reassure, motivate and encourage service users enabling them to maintain their quality of life.
* Maintain accurate and legible signed records whilst observing confidentiality of information recording, in accordance with ACM’s Policies and Procedures.
* Observe and report any changes noted in the service users health or situation i.e. behaviour, mood, appetite, appearance, or Connects within environment to Service Manager / Ward Manager
* Maintain a high standard of care adhering to ACM’s Policies and Procedures and the Code of Practice for Social Care Workers.
* Involvement and active participation in group evaluations, team meetings and client reviews.
* Be involved in carer support by offering practical assistance and guidance.
* Promote the services within Age Connects Morgannwg
* Involvement in the maintenance of skills and abilities of identified service users.
* Work to ensure the rights, dignity, welfare, confidentiality and privacy of service users is maintained at all times.
* Attend mandatory training (including induction) and education sessions as nominated, i.e. moving and handling, food hygiene, vulnerable adults and first aid - working toward NVQ level 2/3 in Health & Social Care.
* Participation in identifying training needs and opportunities via supervision/appraisals with the Service Manager / Line Manager.
* Flexibility will be required as determined by the needs of the service.
* Attend reviews, team meetings and group evaluations as requested.
* Carry out health and safety responsibilities in accordance with the ACM’s Health and Safety Policy.
* Any other duties relevant with the post as directed by the Service Manager/Line Manager, or as a mutually agreed development opportunity.

**THE CONTENT OF THIS DOCUMENT IS SUBJECT TO REVIEW FROM TIME TO TIME IN CONSULTATION WITH THE POST HOLDER**

**PERSON SPECIFICATION**

**JOB TITLE:** Activities Co-ordinator

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| ATTRIBUTES | **ESSENTIAL** | **DESIRABLE** |
| Knowledge/  Education | * Awareness of an individual’s rights and dignity. * Understanding of the needs of all service users | * NVQ level 2/3 in health and social care * An understanding of the Care Standards Inspectorate for Wales |
| Skills/  Abilities | * Ability to work as part of a team * Ability to communicate effectively both written and verbally * Willingness to motivate and encourage clients * Ability to work on own initiative unsupervised * Willingness to attend training to further their education and development. * Ability to use Technology and digital applications eg Facetime | * Able to be flexible in working hours |
| Experience | * Experience within a care environment whether at work or at home. * Ability to manage own time and workload, and capable of using own initiative | * Experience of physical and emotional needs of older people * Experience of working with persons who have dementia and a functional illness |
| Personal characteristics | * Honest * Reliable * Flexible and able to cope with change * Approachable and friendly manner * Tactful and diplomatic * Professional approach | * Have an interest in outside activities that may benefit the client group. * Willing to under take practical tasks of a personal nature |
| Other requirements |  |  |