



JOB DESCRIPTION

Job Title	Activity Care Worker
Responsible to	Care Team Manager
Responsible for	None
Post Objective	To work as part of the Home Care Team and provide a varied programme of activities for residents that satisfy their physical and intellectual needs. To ensure their safety and wellbeing at all times

SUMMARY OF MAIN RESPONSIBILITIES

1. To contribute to the creation of a pleasant environment as part of the Care Team, by undertaking a variety of group and one to one activities.
2. To provide quality care, under the supervision of the Care Team Manager, by attending to residents' physical and personal needs which may include toileting, feeding and any other personal needs.
3. To talk and listen to individuals and help them overcome any anxieties whilst respecting their rights to privacy and dignity.
4. To help residents enjoy the facilities of the home at all times whilst retaining as much of their own independence as possible.
5. To encourage contacts with friends and family, activities in the community and personal shopping.
6. To liaise with residents, management and other team members to produce and deliver a varied, entertaining and stimulating activities programme.
7. To identify suitable volunteers to compliment the work of other staff, thus making use of their skills and experience.
8. To assist in the production of publicity information relating to residents' activities.
9. To assist in fund raising events.
10. To help with the preparation and serving of meals and other appropriate domestic tasks as necessary, within the guidelines of the Hygiene Regulations.
11. To participate in staff meetings, training and development and staff supervision.
12. To comply with all standard procedures concerning the residents' health, safety and welfare.
13. To contribute to the preparation and review of individual resident's care plans.
14. To assist with the distribution of medication in accordance with the standard procedures, under the general supervision of the Care Team Manager.
15. To undertake any other duties, depending on skills and competency, to enable the efficient running of the Home.

PERSON SPECIFICATION

Job Title	Activity Care Worker
Department	Care Homes
Line Manager	Care Team Manager

		ESSENTIAL (E) DESIRABLE (D)
SKILLS/ ABILITIES	<ul style="list-style-type: none"> o Trustworthy and able to deal confidentially with Residents' and business information. o Have a passion to care for older people and be acutely aware of their needs. o Ability to use own initiative. o Ability to develop and deliver a varied programme of activities to residents. o Ability to communicate effectively in writing and verbally with team members, residents, families and other professionals. o Ability to relate positively to residents, team members and relatives with regard to their circumstances, gender, cultural and ethnic background. o Ability to listen effectively and give accurate verbal reports to team members. o A positive attitude to residents' rights. o A very flexible approach to working hours and able to work weekends and other unsociable hours. o Physically fit to carry out work involving moving and handling residents and attend for work on a regular basis. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
KNOWLEDGE	<ul style="list-style-type: none"> o Good level of literacy and numeracy skills. o NVQ2 in Care or willing to study for it. o Willing to follow mandatory training programme. o A good appreciation of the needs of older people and their families. 	<p>E</p> <p>D</p> <p>E</p> <p>E</p>
EXPERIENCE	<ul style="list-style-type: none"> o Previous experience in a caring role. o Previous experience of fund raising activities. o Experience in communicating with people living with dementia. 	<p>D</p> <p>D</p> <p>D</p>
PERSONAL	<ul style="list-style-type: none"> o Committed to own professional development, related to the Home's business plan. o Neat and tidy in appearance. o Over 18 years of age. 	<p>E</p> <p>E</p> <p>E</p>