

Rosemary Lodge

Job Description: Activities Organiser

Based at: Rosemary Lodge

Reporting to: Deputy Home Manager

Hours: 20 hours per week.

This post currently falls within Band D of the Guild's Pay structure

Description of the post:

Rosemary Lodge is a Care Home with Nursing, which is wholly owned by The Wimbledon Guild of Social Welfare. It is situated off Ridgway, not far from Wimbledon Village. It has up to 41 residents, the majority of whom would be classified as in need of nursing.

The welfare of the resident is paramount at all times.

The role of the Activities Officers is to provide stimulating activities for all Residents, some of whom may never receive visitors.

The main tasks are:

Client Responsibilities

To assist the Guild in providing an excellent service to clients at all times

1. To organise the activities for the Residents of Rosemary Lodge in accordance with the stated aims, policies and procedures of the Guild and with the prime aim of enriching the lives of the Residents
2. To provide activities and resources which meet the needs of the Residents, with reference to current social policy, research and good practice.
3. To promote the active involvement of Residents, where possible, in the daily activities of the home.
4. To arrange activities, which will stimulate and encourage Residents to participate in the social life of Rosemary Lodge, and to participate in outside activities where possible.

5. To involve the Residents' families and friends where possible.
6. To facilitate Residents to maintain contact with their previous networks where possible

Department Responsibilities:

Recruits and manages volunteers

1. To recruit and supervise volunteers where appropriate.
2. To contribute to the strategic development of Rosemary Lodge
3. To liaise with partner and associate agencies, promoting collaboration, and in particular the Activity Officer at Guild House
4. To keep records as appropriate.
5. To contribute to the individual care plans of the Residents at Rosemary Lodge

Management Responsibilities

To carry out the Guild's policies and provide good and supportive management to all staff and volunteers.

1. To support volunteers involved in the programme of activities.
2. To attend regular staff and team meetings and other meetings as necessary.

Financial Responsibilities

To make a contribution in the overall management of the Guild's Budget.

1. To be mindful of and adhere to the Guild's financial policies.

Organisation Responsibilities

To ensure that practice meets standards and is in sympathy with the aims of the Guild.

1. To ensure that equality of access and opportunity apply to the Guild's staff and to people using its services.
2. To work within the Guild's Equal Opportunities Policy and ensure that its principles are actively incorporated into the planning, delivery and monitoring of activities.
3. To undertake other duties in line with the needs of the service as directed by the Deputy Home Manager
4. To work flexibly and outside normal office hours as dictated by the needs of the service. [Time off in lieu/overtime can be claimed].

5. To attend Guild meetings and training as required, maintaining and improving skill and knowledge.
6. To be aware of and to work as part of the Guild as a whole

Risk Management.

To protect the Wimbledon Guild's interest at all times

- 1) To work to and uphold the policies and procedures of the Guild.
- 2) To adhere to the procedures relating to the home in compliance with Health and Safety Legislation, the policies on Hygiene, Moving and Handling, Risk Assessment etc. and to assist in the development and reviewing of essential policies and procedures.
- 3) To maintain the confidentiality policy of the Guild.
- 4) To advise the Home Manager, or any other senior manager, of any event which may possibly adversely affect the Guild.

09/06

Rosemary Lodge

Person Specification

Post: Activities Organiser

A. Knowledge, Skill and Experience Required

1. An understanding of the needs of older people, especially those living in a residential setting.
2. Good organisational ability.
3. A caring and concerned person, who will speak out for those individuals unable to do so themselves.
4. The skill of dealing with older people as individuals within a group
5. Experience of working with people with dementia desirable
6. Knowledge of a range of activities designed to keep older people physically and mentally well.
7. An appropriate qualification in keep fit, dance, teaching etc. which would be relevant to the job purpose is desirable.
8. An understanding of the needs of older people.
9. Knowledge of risk assessments and the ability to ensure people participate safely in any activity.
10. Good communication skills
11. The ability to work alongside the other activities officers for the benefit of the Residents.

B. Performance Required

Results Focused

- Strives to meet or exceed performance objectives, health and safety legislation and quality standards. Organises workloads and manages time effectively. Keeps records and monitors performance. Delivers results through continually finding better ways of working.

Client Focused

- Takes personal responsibility to deliver an effective service to internal and external clients. Seeks insight into client needs and develops solutions that improve client's quality of life. Ability to assess needs and risks when in direct contact with clients and to then organise appropriate services and responses. Able to develop policies/procedures and

encourage best practice in volunteering activities and in meeting the needs of the Guild's vulnerable clients.

Team Focused

- Works as part of an effective team that delivers an excellent standard of work. Contributes to effective team working by working collaboratively with others. Understands the needs and goals of others and adapts their own views and behaviour when appropriate. Accepts help from others. Communicates constructively, honestly and openly with colleagues. Takes responsibility for events or outcomes. Able to manage and supervise volunteers, ensuring that their training and support needs are met.

Development Focused

- Works at developing self and other's knowledge, skill and motivation within the objectives of the Guild. Delegates decisions which stretch others, and actively encourages others to exercise initiative and judgement. Observes others and gives accurate, specific and regular feedback.

Leadership

- Creates an environment and culture that shares the vision and direction of the Guild. Sets clear goals and work parameters for others to follow and help others to develop plans. Ensures expectations are clear and specific to others. Motivates people so that they believe in themselves and what they are doing and are encouraged to outperform. Recognises the accomplishment of others, privately and publicly.

Communication

- Can communicate at all levels using various methods of communication. Communicates in a clear and persuasive manner. Actively listens taking others views into account. Gains respect by operating in a professional and credible manner. Able to network, communicate and liaise with other agencies and colleagues. Able to use IT and databases.

Change

- Has a flexible approach and is open to new ideas. Manages or participates in the change process. Remains positive despite setbacks, changes and ambiguities. 09/06