

SAGE CARE HOMES LTD
Job Description

Title	<u>Activities Organiser</u>
Responsible to	General Manager/Deputy
Accountable to	General Manager

1. Job Summary

- 1.1 To build and maintain a good rapport with all residents, whilst striving to enhance their quality of life.
- 1.2 To maintain a high level of activity and entertainment for the residents, both inside and outside the Nursing Home.
- 1.3 To work in a collegiate relationship with members of the multi disciplinary team.

2. Duties and Responsibilities

- 2.1 To organise activities for residents, both individually and as a group, catering for a varied range of interest.
- 2.2 To organise entertainment to be held at the Nursing Home on a regular basis.
- 2.3 To create a programme of weekly activities ensuring there is a variety and that all activities are prominently displayed.
- 2.4 Organises raffles and fund raising events.
- 2.5 Acts as host to visiting entertainers.

3. General Requirements

- 3.1 To develop and maintain a good relationship with relatives.
- 3.2 To observe confidentiality of resident information
- 3.3 To report immediately any accidents or incidents involving residents in your care.
- 3.4 To work in a collaborative and co-operative manner with other members of the

team.

- 3.5 To carry out duties in a courteous, sympathetic and professional manner at all times.
- 3.6 To develop and maintain a good rapport with local community ie. Church, voluntary groups, schools, businesses etc.
- 3.7 To encourage residents, relatives and staff to hold and participate in special events eg. Summer and Winter fetes, barbecues etc.
- 3.8 To notify the appropriate authority of any event occurring in the close vicinity of the home which is likely to be said to cause a breach of the peace.

4. Managerial

- 4.1 To liaise with Care Manager / Social Workers and outside authorities regarding activities for residents.
- 4.2 To ensure that Lotteries and Gaming Licence is kept up to date with appropriate licensing body.
- 4.3 To maintain an inventory of stock, check levels weekly and report any discrepancies to the General Manager.
- 4.4 To purchase all equipment required for activities , in line with agreed budget.
- 4.5 Assist General Manager in monitoring the Residents Welfare Fund.

5. Housekeeping

- 5.1 Ensure that the designated storage area for equipment is kept clean and tidy.
- 5.2 To set out areas that are to be used for activities / entertainment and tidy area when completed.

6. Health & Safety

- 6.1 Be conversant with the Company policies and procedures.
- 6.2 Comply with measures necessary to ensure a safe environment for residents, relatives and staff.

Note: In addition to the responsibilities listed above it may be necessary to perform other duties not listed. Consideration will be given to your skills and status when requesting you to perform these duties.

Ihave read and understand my job description, and agree to be bound by its contents. I understand that any deviation or mal-practice, which conflicts with my job description, may lead to disciplinary action.

Signed.....

Date.....