



**Job Title:**        **Activities Assistant**

**Reporting to:**   **Head of Activities**

### **Job Purpose**

The job holder assists with the recreational, therapeutic and social aspects of all the residents' activities inside and outside of the home. He or she also helps with the promotion of the home, ensuring that members of the local community are aware of the positive and therapeutic aspects of the activities being provided.

### **Job Duties**

- Conduct group and one-to-one activities with and for the residents, based on appropriate assessments, using all relevant sources of information.
- Assist in initiating social/therapeutic activities for all residents within the home.
- Help to ensure that care staff are aware of constructive activities and that they should always involve residents in activities, as part of the home's overall care provision.
- Make close contact with a range of outside bodies which may be able to assist the home. These could include the Alzheimer's Society, the WI, Help the Aged, Age Concern, local churches and other similar and charitable organisations.
- Help to arrange for outside bodies and individuals to come into the home as often as possible to provide entertainment, stimulation and therapeutic input for all residents, as appropriate.
- Assist with producing and maintaining detailed weekly and annual activities planners relating to activities for all residents.
- Improve your skills and knowledge, both by self-development and via training events organised within the home and by outside suppliers.
- Familiarise yourself with each resident, including their interests and background, in order to deliver person-centred activities.
- Liaise with care staff regarding the celebration of residents' birthdays and anniversaries.
- Liaise with care staff about cultural and religious beliefs/celebrations.
- Liaise with care staff to ensure that activities are documented on appropriate care plans.
- Email photos and a short summary about the home's events and activities, on a weekly basis, to the marketing department so that the team can maintain the 'News and Events' section of the company website and publish quarterly newsletters.
- Co-ordinate with the marketing department on promotional materials to ensure that these are all in line with the brand. Display and distribute all materials accordingly.



- Attend quarterly activities meetings with residents and representatives to obtain their feedback on activities, with a view to improving quality.
- Communicate with residents' relatives and friends, as required.
- Work in a way that promotes the home's core values.
- Share information, where appropriate, with key partners, working to data protection and Caldecott principles.
- The post holder may be required to work outside the home, visiting potentially helpful organisations and taking residents out on arranged trips.
- As mutually agreed with the home manager, work weekly contracted hours in a pattern that ensures the most effective use of the time available.
- The role may include some anti-social hours, either in the evenings or at weekends.

### **Specific Qualifications/Skills/Attributes**

- Ability to encourage and motivate others, while being warm and supportive
- Strong interpersonal skills for building positive relationships with residents
- Excellent organisational skills including proficiency in Microsoft Office
- Creativity and inventiveness
- Excellent communication skills, both oral and written

**This job description is not exhaustive and other duties may be required according to the needs of the home.**