

JOB DESCRIPTION: Activities Co-ordinator

Job Title:

Activities Co-ordinator

Responsible To:

Senior Activities Co-ordinator

Purpose of Job:

To provide support to clients attending the Silver Birch Dementia Day Centre

Hours of Work:

The centres are open Monday to Friday. Staff are expected to cover from 9am to 4pm which allows for set up/tidy away times.

For staff with part time hours they may be offered additional hours to cover ad-hoc/time-limited sessions at any of our centres which will be paid or time off in lieu may be taken. This would be by mutual agreement.

Salary:

£7.83 - £8.48 per hour, dependent upon experience

Duties:

To assist in the following:

- To encourage Silver Birch clients to engage with stimulating activities including discussing local news topics, arts and crafts, gardening etc.
- To support Silver Birch clients to lead healthy lives including encouraging them to eat and drink.
- Contribute to planning future activities
- Drive company minibus to provide a door to door service to clients
- To provide assistance with personal care for clients as required
- To administer and prompt medication to clients

Locations

Southend, Vange and Benfleet.

PERSON SPECIFICATION: Activities Co-ordinator

Training and Knowledge:

- Understanding of Safeguarding Vulnerable Adults
- Understanding of the issues faced by people living with dementia
- To have knowledge of legislation as follows:
 - Equal Opportunities
 - Health and Safety
 - Confidentiality
 - Data Protection
- Be willing to commit to undertaking training essential to the role

Skills and Abilities:

- To be able to communicate effectively with people living with dementia and their family members, colleagues and with agencies:
 - Verbally
 - In written reports and records
 - Through training
- Be able to work on own and with support
- Be able to build good working relationships with a variety of people
- Be creative
- Have caring experience
- Respect the values of Carers Choices

Qualifications

- A good basic all round education
- Health and Social Care Level 2 is desirable but not essential

Experience:

- Experience and understanding of working with people living with dementia
- Be familiar with Carer's issues and legislation of Disabilities and Mental Health issues and Welfare Rights

Other Requirements:

- To be willing to occasionally travel to different venues within the locality
- Manual driving licence with D1 category (minibus)
- Own vehicle available for use at work with appropriate insurance cover
- This post is subject to an enhanced DBS check (criminal records check)
- To ensure confidentiality is maintained at all times.
- To undertake any other duties commensurate with the post holder's grade as requested by Carers Choices management.

To apply:

Please send your CV and a covering letter of no more than 2 sides of A4 detailing how your skills and experience meet the details outlined in the person specification to:

Angela Allum
Carers Choices
The White House (behind CPBC Offices)
Kiln Road
Thundersley
Essex
SS7 1BU

Or email:

jobs@carerschoices.org

For an informal discussion about the role please contact Angela Allum on 01268 881130.

Carers Choices is an organisation committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff, trustees and volunteers to share this commitment.