

JOB DETAILS

JOB TITLE:	Lifestyles Coordinator
HOURS:	Various
REPORTING TO:	Hospitality Services Manager
BASE:	Location

JOB SUMMARY

Reporting to the Hospitality Services Manager the Lifestyles Coordinator supports the provision of meaningful, enjoyable, engaging and stimulating activities which are planned, organised, promoted and implemented in the Home for all residents in line with the principles, policies, procedures and best practice guidelines for person centred care, clinical care and dementia care.

The Lifestyles Coordinator will proactively engage with and support the activities programme in the Home. They will provide support to ensure other team members and residents know about and are engaged in the activities programme.

JOB SPECIFIC RESPONSIBILITIES

Lifestyles Programme

- Assist in the delivery of a meaningful, enjoyable, engaging and stimulating activities programme, based on person centred care principles, throughout the home that involves and includes all residents relative to them as individuals
- Promote, motivate, inspire and mobilise other activities and care team members in the provision of meaningful, enjoyable, engaging and stimulating activities within the home to support person centered care for residents
- Champion person centered care with all team members in the home to ensure residents are empowered to make, or continue to make, Lifestyles choices relevant and appropriate to them
- Support with the design, development and implementation of the Home's newsletter that reports on the Home's events and activities of interest (with photography where appropriate)
- Where appropriate they will ensure records relating to activities are accurate and up to date
- Support the regular review of all activities programmes to assess effectiveness, revising and refreshing activities for all residents as a result
- Promote and communicate regarding events, activities and achievements to Sales and Marketing Manager and, where possible, local media
- Support the building of strong and positive external links within the local community for the Home
- Ensure charity events organised by or within the Home are successful

- Ensure all regulatory and statutory requirements are met and company policies and procedures are adhered to
- Role model person centred care with all team members to empower residents with their lifestyle choices.
- Responsible for ensuring there is always sufficient equipment and resources available for the team to meaningfully engage and occupy residents.
- To actively engage with residents in conversation and meaningful occupation related to their lifestyle choices at a level and pace that values the individual and respects their dignity and communication differences.

Health and Safety

- Ensure the Hospitality Services Manager is informed of any incidents, issues or concerns
- Check all appropriate risk assessments have been carried out on all outings and all documentation is complete and recorded
- Check risk assessments related to activities and volunteering are completed within the home and safe working practices are being followed at all times
- Ensure all H&S requirements are met and company policies and procedures relating to H&SD are adhered to

PERSON SPECIFICATION

	Essential Criteria
Qualifications/Education	<ul style="list-style-type: none"> • A minimum of two GCSE's, one of which must be English Language, at Grade C or above (desirable) • NVQ HSC Level 2 or QCF HSC Award 2 (or higher) in Health and Social Care (or equivalent) (desirable) • Having achieved or expected to complete the Level 2 award in supporting activities provisions (Desirable) • Working towards becoming a Dementia Friend once employed
Experience	<ul style="list-style-type: none"> • Experience of supporting the organising and scheduling programmes of events or activities • Experience of working and/or engaging with older people (both living with and without dementia) (desirable)
Skills/ Knowledge	<ul style="list-style-type: none"> • Organisation skills • Listening skills • Good written, non-verbal and verbal communication skills • Dementia knowledge (essential for roles within Homes specialising in dementia care) (desirable) • Basic knowledge of and competence in core Microsoft Office applications (e.g. Word, Outlook,

	<p>Excel, PowerPoint) and Windows based operating environments</p> <ul style="list-style-type: none"> • Data management (for record keeping and review)
<p>Personal Qualities</p>	<ul style="list-style-type: none"> • Reliable and punctual • Flexible and adaptable • Willing and able to work outside of normal working hours (e.g. at weekends, evenings) • Approachable and friendly • Confident and assertive • Diplomatic and tactful • Enthusiastic and keen to learn / develop • Patient and understanding • Positive in outlook and manner • Self-motivated • Able to promote a professional image for the company at all times • Able to travel to other homes where needed for training / support • Believe in and work within the Athena Visions & Values

This job description reflects the current main organisational priorities for the position. These priorities may develop and change in consultation with the post holder in line with needs and priorities of the business.

Please sign to confirm you fulfil the essential criteria as detailed above and you accept and agree to deliver and comply with all requirements detailed in this job description for the Lifestyles Coordinator position.

Post holder's name:

Post holder's signature:

Date: