



<b>Position Title</b>	<b>Activities Organiser</b>
<b>Department</b>	<b>Ward / Home</b>
<b>Reports to</b>	<b>Unit Manager</b>
<b>Direct reports</b>	<b>No direct reports</b>
<b>Purpose of the Position:</b>	
To devise, develop, participate in and supervise an appropriate activities programme.	
<b>Main Responsibilities:</b>	
<ul style="list-style-type: none"> <li>• To prepare and distribute weekly programme of activities to Home(s) following discussion with Occupational Therapist. Prepare and display a poster of the same.</li> <li>• To actively participate in group sessions and activities.</li> <li>• Encourage service users to attend events and organise their transfer to the venue.</li> <li>• Advise staff prior to the event with details of requirements.</li> <li>• Ensure appropriate catering is organised and set out in a suitable manner.</li> <li>• Confirm details with outside entertainers and negotiate price, if applicable, to remain within activities budget.</li> <li>• Organise prizes for events if required.</li> <li>• Attend to personal needs of service users such as letter writing.</li> <li>• Maintain good contacts with the community to include parish priests, PAT dogs, local day centres and charitable/voluntary organisations.</li> <li>• Record details in individual's notes of activities that service users have participated in.</li> <li>• Report without delay any changes in a service user's condition, whether physical or mental, to the nurse in charge of the shift.</li> <li>• Liaise with, and seek advice and guidance from the Occupational Therapist regarding programmes and activities sessions as required.</li> <li>• To maintain and enhance the good standing and reputation of Glenside Manor Healthcare Services.</li> <li>• To comply with Group organisational standards, policies and procedures.</li> <li>• To report any defects, damage, theft, breakages or hazards.</li> </ul>	



- To attend fire evacuation and instruction sessions twice a year.
- To respect the confidentiality and individuality of service users.
- To carry out other duties as will, from time to time, be directed.

**COMPETENCIES:**

Communication and relationship skills	
<p><b>Key Indicators</b></p> <ul style="list-style-type: none"> <li>• Communicate clearly and succinctly</li> <li>• Build and manage relationships within the nursing and wider clinical team</li> <li>• Establish positive rapport, empathy, trust and credibility with Service Users</li> <li>• Use a range of communication skills and technologies to support person-centred care</li> <li>• Able to listen to others without making value judgments</li> <li>• Is articulate and able to contribute to documentation as directed</li> </ul>	<p><b>Behaviours</b></p> <ul style="list-style-type: none"> <li>• Can communicate both routine and complex/sensitive information to Service Users, clients, relatives and staff and other stakeholders. Able to feedback and engage in decision making when appropriate</li> <li>• Use safe, effective and non-discriminatory communication to establish and maintain and develop professional relationships</li> <li>• Initiate and build relationships with Service Users to enhance the delivery of care and rehabilitation</li> <li>• Ensure that information is passed to appropriate members of the team and that received information is acted on as directed</li> <li>• Adopt a flexible style when interacting with others</li> <li>• Can use effective verbal and written communication and an ability to understand and use electronic records when required</li> </ul>
Planning and Organisational skills	
<p><b>Key Indicators</b></p> <ul style="list-style-type: none"> <li>• Manage own time effectively, ensuring all delegated tasks carried out in a timely manner</li> <li>• Ability to recognise own and role limitations and able to identify additional learning needs</li> <li>• Ability to prioritise allocated tasks to ensure Service Users needs are met</li> <li>• Can implement care prescribed by care plans</li> </ul>	<p><b>Behaviours</b></p> <ul style="list-style-type: none"> <li>• Demonstrate organisational and time management skills</li> <li>• Communicates to others when they are at the limit of their competence</li> <li>• Communicate with others in the team to ensure tasks are carried out</li> <li>• Integrate guidance from care plans into direct care</li> </ul>

<b>Learning and Development</b>	
<p><b>Key Indicators</b></p> <ul style="list-style-type: none"> <li>• Engage fully with all training requirements</li> <li>• Talks to line manager about personal development</li> <li>• Understand the responsibility to attend staff meetings</li> </ul>	<p><b>Behaviours</b></p> <ul style="list-style-type: none"> <li>• Attends mandatory training</li> <li>• Engage in supervision and appraisal system</li> <li>• Make a valuable contribution to team discussions</li> </ul>
<b>Personal Influence</b>	
<p><b>Key Indicators</b></p> <ul style="list-style-type: none"> <li>• Acts in a professional manner at all times</li> <li>• Build and maintains therapeutic relationships with Service Users</li> <li>• Understand the role of advocacy</li> </ul>	<p><b>Behaviours</b></p> <ul style="list-style-type: none"> <li>• Demonstrate professional behaviours at all times and act as a role model to others</li> <li>• Engage in relationships whilst maintaining strict professional boundaries at all times</li> <li>• Will advocate for Service Users under supervision</li> </ul>
<b>Decision Making</b>	
<p><b>Key Indicators</b></p> <ul style="list-style-type: none"> <li>• Able to use information to make sensible, sound decisions or proposals</li> <li>• Thinks logically and demonstrate sound problem solving abilities</li> <li>• Identify any deviation from care plans and seeks advice from others</li> <li>• Identify clinical changes in Service User presentations and report to nurse</li> </ul>	<p><b>Behaviours</b></p> <ul style="list-style-type: none"> <li>• Discuss proposals with proxy supervisor or line manager before implementing</li> <li>• Identify and understands issues, problems and opportunities</li> <li>• Report to nursing staff any deviation from care plans</li> <li>• Report without delay any perceived changes in Service Users</li> </ul>