

Activities Worker Job Description

Reporting to Facilities Manager, Service Manager or Deputy Manager

Department UK Services

Purpose of the job

To provide a range of social activities with customers to enhance their daily living.

Key responsibilities

- To assist in the implementation and fulfilment of each person who use our services in line with their person-centred plans.
- To assist in the development of activities within the service which encourage and promote independence for each customer.
- To encourage and assist customers to identify venues/pursuits of interest and facilitate outings, liaising with other departments where necessary.
- To act as escort and/or driver on outings as required.
- To assist other members of the team in identifying, organising and the implementation of 'in house' social activities.
- To liaise with nursing staff, the care team, catering staff and other activities staff about the individual customer person centred plans and areas of shared interest relating to activities.
- To work with volunteers who assist in the activities department.
- To ensure records are accurate, confidential and kept up to date.
- To stock-take, price and check the inventory of activities-related materials and tools as required identifying any replacements where necessary and to prepare any subsequent purchase orders for authorisation.
- Where applicable, to maintain a high standard of cleanliness in the activities kitchen and ensure that all procedures and practices in this area comply with health and safety/food and hygiene regulations.

- To keep the activities area/room clean and tidy, with due regard to Health and Safety and COSHH procedures.
- To comply with LC and any local safeguarding and mental capacity act (MCA) policies and procedures.
- To work within the regulatory compliance requirements applicable at the respective service.
- An awareness of individual customer risk assessments relating to specific support needs, for example, dysphagia, mobility and safety.
- To comply with all Health and Safety policies and procedures.
- To participate in supervision, staff meetings and training activities (including updates) as required, sometimes off-site and outside of normal hours.
- To be responsible for maintaining and improving own knowledge and skills through experience and training.
- To undertake additional responsibilities as requested by the Service Manager following the successful completion of specific training and personal skills development.
- To undertake any other reasonable duties as requested.

Person specification
Essential requirements

- To have or be working towards a level 2 Activities qualification would be advantageous.
- Prior experience of activities work would be advantageous.
- To be able to work flexibly in accordance with the needs of the service.
- To have a full, clean driving licence if driving is required.
- To have experience of working with and supporting people with disability would be advantageous.
- To have a genuine commitment to the values and ethos of Leonard Cheshire.

Key competencies and skills

- To be able to work on own initiative and as part of a team.
- To be able to establish and maintain professional working relationships.
- To have good communication skills.
- To be able to maintain accurate records.
- Good interpersonal skills, able to communicate effectively with a wide range of people.
- To be able to work flexibly and creatively with disabled people and their families.
- To be discreet and able to maintain confidentiality.

- To have good basic levels of reading and writing in English.
- To be able to maintain accurate records.
- Basic IT skills.

Our values at Leonard Cheshire

Positive warm and empathetic, we always look to progress and improve.

Proud strong-willed and spirited, we are firm in our beliefs.

Pioneering confident and imaginative, we are creative change makers.

Leonard Cheshire welcomes applications from all sections of the community. We actively encourage applications from people with a disability, supporting where possible, your requirements for reasonable adjustments.

