

Activities Coordinator

Job description and
person specification

Job title: Activities Coordinator

Reports to: Home Manager

Activities Coordinator

Your role: making every day better for adults living with complex needs

As an Activities Coordinator with Exemplar Health Care, you'll play a key role in helping us to achieve our mission of making every day better for adults living with complex needs.

Being an Activities Coordinator is an extremely rewarding role. You'll support people to take part in activities that are meaningful to them and that improve their health and wellbeing.

Supporting young adults with complex needs to live their best lives

Most of our service users are of working age and are keen to stay active and engaged, and learn new skills.

Your role may include supporting people to take up new hobbies, to meet their friends, to go out for tea, to visit their regular hairdresser or to stay fit at the local gym – whatever they choose to do!



Making a difference every day

Life with Exemplar Health Care is all about choice. We put our service users at the heart of everything we do.

In this role, you'll organise one-to-one and group activities that are based on people's individual needs and which enhance their quality of life. You'll empower people to develop their skills and access education and volunteering, if they wish.

High staffing levels

Our homes have higher than average staffing levels compared to other care providers. There'll usually be around five-six colleagues on each unit, supporting up to ten service users. This creates a fun and supportive environment, where the whole team gets involved in activities.

You'll also get to know your colleagues and service users really well, and build positive and long lasting relationships that not only benefit their lives, but yours too!

About Exemplar Health Care

Exemplar Health Care is a leading provider of specialist nursing care for adults living with a range of complex needs.

Our homes tend to specialise in supporting people with specific conditions and disabilities such as Huntington's disease, brain injuries, spinal injuries, mental health needs, learning disabilities or dementia.

Across all of our homes, one thing remains the same - our Activities Coordinators play a vital role in empowering people to live their best lives!

Exemplar Health Care's mission

Our mission is to make *every day better* for the people we support and our colleagues.

Exemplar Health Care's vision

Our vision is that adults living with complex needs can access outstanding specialist care and support, in a community-based home that's close to their family and friends, and that's focused on their personal goals and outcomes.

Exemplar Health Care's values

Our values express what it's like to work at Exemplar Health Care and our colleagues should make them a part of everything that they do. We're looking for people whose personal values match our values of:

- fun
- integrity
- responsive
- success
- teamwork.

[Read more about our values here.](#)



The key responsibilities of an Activities Coordinator

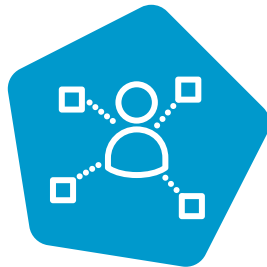
As an Activities Coordinator with Exemplar Health Care, you'll support the service users in your home to live a fulfilling life through meaningful engagement and interaction.

No two days will be the same – our service users are individuals and they deserve to be treated as such.

However, as a general guide, your responsibilities may involve the following.



Planning meaningful activities



Building community connections



Maximising independence



Providing companionship



Writing care plans



Working as a team



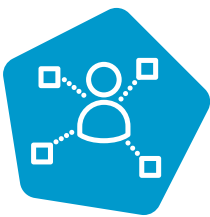
Supporting people who display behaviours of concern



Planning meaningful activities – our approach to care involves supporting people with all aspects of their lives, including their social lives.

Our Activities Coordinators support people to take part in activities that are meaningful to them, through one-to-one and group activities. This could include cooking, gardening, shopping, bowling, singing and walking.

You'll advise on the resources and equipment needed for activities, and may be responsible for a small amount of petty cash.



Building community connections – a big part of our care involves empowering people to be involved in their local community, wherever possible.

Our Activities Coordinators support people to take on new hobbies, to go out for tea, to visit their regular hairdresser or to stay fit at the local gym – whatever they choose to do!

You'll be an active networker and be able to build relationships with local organisations and charities. You'll make the required arrangements to help people access the community, including doing risk assessments and planning transport.



Maximising independence – life with Exemplar Health Care is all about choice.

Our Activities Coordinators support people to take part in therapeutic activities which help them to achieve their goals and aid their treatment or recovery.

You could help someone to learn how to cook, to access volunteering or education, to take on roles in the home, or to build their movement and mobility.

You'll be empowered to explore and introduce innovative ways to enhance activity provision, for example through the use of virtual reality.



Providing companionship – moving into a care home can be a big change and challenge for some people, especially younger adults.

Our Activities Coordinators provide companionship and treat everyone with dignity, patience and compassion at all times.



Writing care plans – when someone moves into one of our homes, we work with them and their loved ones to develop a care plan that's based on their personal needs and goals.

Our Activities Coordinators are always aware of people's goals, preferences and choices as outlined in their care plan, and play an important role in keeping them up-to-date.

You'll work with the wider Care Team to assess people's needs, monitor their health and wellbeing, and measure their progress.



Working as a team – you know what they say, team work makes the dream work!

Our Activities Coordinators work as part of a team, which includes Health Care Assistants and Registered Nurses, to provide a range of meaningful activities.

You'll provide advice, support and guidance to your colleagues, as required within the scope of your role. You'll promote a whole-team approach to activities, to improve the lives of the people you support.



Supporting people who display behaviours of concern – some of the people we support display behaviours of concern.

We take a positive behaviour support (PBS) approach to supporting people who display behaviours of concern. We work with them to understand the reasons for the behaviour, and implement strategies to reduce it.

As part of your induction you'll do our EPBS training that's been certificated by Bild ACT. This ensures that you have the right skills and knowledge to deliver this type of care. At all times, you'll be supported by a team of Registered Nurses in the home, as well as Exemplar Health Care's Behaviour Support Specialists.

This job description may be subject to review. You may be required to undertake other appropriate duties as reasonably required.

What we look for in our Activities Coordinators

Our values

First and foremost, our Activities Coordinators live and breathe our values of fun, integrity, responsive, success and teamwork.

Our first value is fun, and no matter what role you're in, we expect you to make life fun for our service users and colleagues. Check out our [Facebook page](#) for all of the fun activities that we get up to!

You can read more about our values and what they mean on our website: www.exemplarhc.com/careers/our-values.

If your values match ours, then we're off to a great start.



About you

Here are some of the characteristics that we look for in our Activities Coordinators.

As an Activities Coordinator you'll:

- be **creative, enthusiastic** and an excellent **motivator**
- understand what **person-centred care** means and how to ensure that people are treated with compassion, dignity and respect
- show a commitment to **caring for others** and ensuring that our care is the best it can be
- be an **excellent team player**, able to support, mentor and motivate your colleagues
- be able to **communicate** with a range of people, including those who use communication aids
- have excellent **written communication skills** and feel confident filling in care plans and other documents
- follow **policies, processes and regulations** including policies about uniform, infection prevention and control, health and safety and safeguarding (training will be provided)
- understand what '**safeguarding**' is and your role in supporting people to keep safe.

Working in a care home can sometimes be a challenging environment, so the ability to **think on your feet** and **remain focused and calm** in difficult situations is also important in this role.

Qualifications and training

Whilst a relevant qualification or training, such as a diploma or NVQ, is desirable, you don't need to have a qualification to be an Activities Coordinator with us.

Induction

When you start, you'll do a four day welcome induction which covers mandatory and statutory training including moving and handling, safeguarding, person-centred care and infection prevention and control.

The welcome induction also includes Exemplar Positive Behaviour Support training with our Behaviour Support Team.

After that, you'll do a role specific induction in your home with the support of a buddy.

Ongoing learning

Throughout your employment, you'll have regular supervisions and Performance Development Reviews (PDRs) with your Manager. During your PDR, you'll review your progress, celebrate your achievements, address any issues and identify your career aspirations.

There are lots of opportunities to continue your learning and progress in your career if you wish.

Life skills toolkit

As an Activities Coordinator you'll work through our in-house life skills toolkit to learn more about meaningful activities and service user engagement. As part of the toolkit, you'll achieve a bronze, silver and gold award to celebrate your progress and achievements.

We ask that you:

- attend and complete your induction
- attend all planned training that Exemplar Health Care offers, including eLearning and face-to-face training
- continue to learn on-the-job, especially during your first few months with us
- attend your supervisions and Performance Development Reviews (PDRs) when invited by your Manager
- show a commitment to learning and keeping your skills and knowledge up-to-date.

Person specification – Activities Coordinator

Qualifications	Essential	Desirable	How assessed
Good general education		Y	Certificates
Commitment to learning	Y		Certificates, interview
NVQ or equivalent in health and social care		Y	Certificates
Personal qualities and behaviours	Essential	Desirable	How assessed
Demonstrates the Exemplar Health Care values	Y		Application, interview
Motivated with a can-do attitude	Y		Interview
Willing to learn and develop	Y		Application, interview
Approachable	Y		Interview
Your skills	Essential	Desirable	How assessed
Interpersonal skills	Y		Application, interview
Verbal and written communication skills	Y		Application, interview
Event and activity planning in a care home setting		Y	
Creative and innovative thinking	Y		
Works under own initiative	Y		Application, interview
Great team player	Y		Application, interview
Adaptable to change	Y		Application, interview
Excellent observational skills	Y		Application, interview
Ability to build trust and rapport with people	Y		Application, interview
Demonstrates continuous improvement		Y	Application, interview
Time management and organisational skills	Y		Application, interview
Job specific skills and knowledge	Essential	Desirable	How assessed
Relevant experience either in a similar working environment or as a carer		Y	Application, interview

Health and safety

As an employee of Exemplar Health Care, you have a duty under the Health and Safety at Work Act 1974, to:

- take reasonable care of your own health and safety and that of all other persons who may be affected by your acts or omissions at work
- co-operate with your employer to ensure compliance with health and safety legislation, policies and procedures
- observe and follow all health and safety rules, regulations and codes of practice
- recognise the rights of our service users to take risks to promote their own recovery
- not intentionally or recklessly interfere with, or misuse, anything provided in the interests of health, safety or welfare, in pursuance of any of the relevant statutory provisions
- report all accidents, dangerous occurrences, incidents and hazards in line with company policy
- respect confidentiality relating to information gained through employment with the organisation and ensure information is not disclosed to any unauthorised person/agency.

Safeguarding

Exemplar Health Care is committed to safeguarding all children and vulnerable adults, and expects all colleagues and volunteers to share this commitment.

As an Exemplar Health Care employee, you have a duty to protect our residents and colleagues from any form of abuse or neglect.

When delivering care and support, colleagues are required to comply with the requirements of legislation relating to care in the UK, including the Care Act (2014), Mental Capacity Act 2005 and Deprivation of Liberty Safeguards (DoLS).

You'll learn more about safeguarding in your induction, but it might be helpful to do some research before you start working with us.

To comply with Exemplar Health Care's safeguarding children and adults policies, all colleagues (paid or unpaid) have a duty to safeguard and promote the welfare of children, young people and vulnerable adults.

This requires you to:



- familiarise yourself, and comply with, local child protection procedures and protocols for promoting and safeguarding the welfare of children and young people
- familiarise yourself, and comply with, local multi-agency safeguarding vulnerable adults plans and procedures
- familiarise yourself, and comply with, protocols and systems for information sharing
- know how to report safeguarding concerns
- participate in required training and supervision
- comply with required professional boundaries and codes of conduct.

You'll learn more about safeguarding during your induction and will be shown all relevant policies and procedures.

Data protection

At all times, you must respect the confidentiality of information in line with the requirements of the UK Data Protection Act 2018 and the General Data Protection Regulation (GDPR) 2018.

This includes, if required to do so, obtaining, processing and/or using information held on a computer in a fair and lawful way, holding data only for the specified registered purposes and using or disclosing data only to authorised persons or organisation's as instructed.

You'll learn more about data protection as relevant to your role, during your induction.

every day better



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