**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_NURSING HOME**

JOB DESCRIPTION

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| --- | --- |
| **JOB TITLE**  **RESPONSIBLE TO**  **HOURS OF WORK** | **: ACTIVITIES ORGANISER**  **: MANAGER / DEPUTY**  **:** |

# Person Specification

|  |  |  |
| --- | --- | --- |
| Requirements | **Essential** | **Desirable** |
| **Experience of activities suitable for elderly residents** | Essential |  |
| **Good communication skills** | Essential |  |
| **Understanding of Dementia** | Essential |  |
| **Ability to uphold residents’ rights** | Essential |  |
| **Organisational skills** | Essential |  |
| **Knowledge of local community** |  | Desirable |
| **Social activity related training** |  | Desirable |
| **Knowledge of nursing home function** |  | Desirable |

## Company Background

The Randolph Hill Group operates nursing homes offering long and short-term care to those with particular medical needs, especially frail elderly people. Each Home’s philosophy is to provide competent, skilled and empathetic individual care.

**The company is committed to future expansion. Therefore each unit must operate on a professional business basis, maintaining budgeted profit margins.**

## Job Purpose

#### To provide activities for the residents in the nursing home

**To uphold residents’ rights to choice, privacy and dignity**

**To communicate information to relevant personnel**

**To keep up-to-date documentation as required by company policies and the**

**regulating bodies**

**To uphold residents' participation strategy**

**To promote and show loyalty to the company and residents, both inside and**

**outside the nursing home and respect confidentiality**

**To treat colleagues with respect and ensure teamwork is good**

## Main Duties and Responsibilities

To plan activities, taking into consideration the varying different needs and

abilities of the residents

To discuss plans with residents, either individually or in groups

To seek feedback, comments and suggestions at resident meetings and from

families/visitors

To meet regularly with Manager/Deputy to discuss plans and seek advice on

financial matters

To participate in Entertainment Committee meetings to set out longer term

plans

To communicate with trained nurses/carers re intended activities and write in

appropriate place, e.g. diary/'communication book'

To feedback any concerns about residents’ condition to nursing staff

With agreement of senior staff, involve carers in activities

Communicate and negotiate outings with minibus driver, ensuring that correct

resident : staff ratio is adhered to outside the home

To comply with company policies and procedures and adhere to safe working

practices

To adhere to company uniform policy

To treat and use all equipment in a safe manner, keeping it clean and in good

working order

To attend staff meetings and training as required

To maintain correctly written records as required by the company and

statutory bodies

**This job description indicates main duties and responsibilities of the post. It is not intended as an exhaustive list.**

**Please sign, print your name and date below to indicate your acceptance of this job description.**

**Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

##### Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_