

JOB DESCRIPTION

Post: Activities Assistant

Reports to: Home / House Manager

Main Purpose of the job

To participate as part of a team in providing recreation and social activities for our residents, taking into account the resident's preferences and choices, creating a sense of purpose, opportunity and fun. The post holder may be required to provide personal care for residents e.g. assistance with meals or toileting.

The post holder will assist with activities, ensuring that resources are available. They will develop close, collaborative relationships with our residents, their families, visitors, staff within Erskine and other professionals. Activities Assistants are part of the Care Team, however, are based in each House, predominantly working on their own with resident groups.

Duties/Responsibilities

1. Plan, prepare and deliver meaningful recreation and social activities for our residents.
2. Establish and build positive relationships with residents, staff and the wider Erskine community.
3. Build up residents' profiles by listening to their preferences and gaining information about specific needs.
4. Organise activities that take account of these preferences in a stimulating and creative manner e.g. music, reminiscence, sports, games.
5. Create a homely, comfortable atmosphere where residents feel they have the choice to participate or not and where they have opportunities to meet other people and develop friendships.
6. Enable residents to see themselves and others as individuals, recognising the individual contribution and talents everyone brings to the group.
7. Encourage residents' independence as far as possible by enabling them to use their abilities and take reasonable risks.
8. Be available to listen to residents one to one.
9. Housekeeping duties where appropriate e.g. clearing and tidying after events and functions within the allocated venue.
10. Provide physical support for residents who require assistance e.g. with meals or toileting.
11. Support residents to enjoy safe visits from family and friends.
12. Undertake escort duties, as required.
13. Report any changes / problems / complaints concerning residents or the Home to the Nurse-in-charge.
14. Undertake all training required to fulfil the needs of the post.
15. Adhere to the Code of Practice for Social Services Workers (SSSC).
16. Ensure all practices comply with Erskine's policies and procedures.
17. Be familiar with the Health and Safety Act and Erskine's Health and Safety Policy. Deal with Health and Safety issues, where practicable, as they arise. Communicate areas of concern to line manager ensure accurate documentation is recorded.
18. Attend and participate in focus groups e.g. Infection Control, communicating the outcome of these to the team.

PERSON SPECIFICATION

No	Applicant criteria for post	Essential	Desirable
	Qualifications & Experience		
1.	Knowledge of the workings of a care environment, understanding and recognising the needs of the service and the indirect impact change has on other areas of the organisation		√
2.	Experience in a similar activities role		√
3.	Experience with personal care, infection control and health and safety		√
	Skills and Qualities		
4.	Excellent communication and interpersonal skills	√	
5.	Motivated to organise activities and learn about residents' likes and dislikes	√	
6.	Ability to develop effective working relationships with residents, relatives and staff	√	