

JOB DESCRIPTION

Job Title – Activities Assistant

CONTEXT OF THE JOB

- To assist the Activities Co-ordinator with identifying the leisure activity needs of each resident based on the resident's interests, preferences and abilities and to contribute to the planning and implementation of an activities programme based around these needs.
- To promote and contribute to a positive team approach within the team of activities staff and within the care home.
- The job reports to the Activities Co-ordinator.
- This job description was reviewed in June 2014.

KEY TASKS AND RESPONSIBILITIES

1. Participate in and contribute to a programme of group and individual activities.

- Actively promote a homelike, pleasant and stimulating environment for residents and their families.
- Assist the Activities Co-ordinator to design a programme relevant to the individual needs, abilities and interests of residents in the Care Home.
- Contribute to the planning and documentation of the programme one month ahead.
- Contribute to effective use of budget to provide appropriate resources and equipment to deliver the programme.
- Participate in the maintenance of equipment and materials used.
- Contribute to activities which measure the effectiveness of the programme.

2. Plan activities relevant to the individual needs, abilities and interests of the residents.

- Contribute to the assessment process of each resident.
- Follow and contribute to the individualised activities plan.
- Contribute to the review process in discussion with the Activities Co-ordinator.
- Ensure documentation of each resident's level of participation and involvement in activities.
- Report any problems, concerns or changes in a resident's condition.

3. Ensure residents are treated with respect, dignity and cultural sensitivity.

- Know, understand and demonstrate adherence to the Health and Disability Code of Rights.
- Respect the customs, beliefs and cultural needs of each individual resident.
- Maintain resident confidentiality.
- Respect resident's privacy.
- Follow Service/Care plans of guidance of qualified staff when working with residents who display challenging or inappropriate behaviour.



4. Develop and maintain excellent communication networks, both internally and externally, to support the activities programme.

- Participate in team meetings and supervision with Occupational Therapist and Activities Co-ordinator.
- Actively promote a positive team approach with all staff.
- Establish, promote, and maintain positive supportive relationships with family/visitors.
- Participate in the networking with other Bupa activity staff.
- Support volunteers and organisations which provide activities both internally and externally.

5. Quality Improvement.

- Adhere to Bupa policies and procedures.
- Follow infection control procedures.
- Maintain awareness and updated knowledge of Bupa policies and procedures.
- Participate in audits as required.
- Participate in policy reviews as requested.
- Contribute to quality initiatives.

6. Health and Safety.

- Demonstrate knowledge of and adherence to Bupa Health & Safety policies.
- Demonstrate commitment to maintaining a safe environment for residents and staff.
- Actively participate in hazard identification and corrective actions.
- Report any incidents/accidents promptly.
- Ensure paints, glues and other potentially harmful substances are not left unattended and are locked away when not in use.

7. Maintain Personal and Professional Development.

- Attend and contribute to all relevant and/or compulsory education sessions.
- Participate in informal continuous learning opportunities during supervision, planning meetings and guided practice.
- Complete annual van loading and driving competency assessments.
- Complete annual restraint competency assessment.
- Participate constructively in performance reviews and seek opportunities for development.

KEY COMPETENCIES

- Basic skills in MS Office
- Show an ability to work well individually whilst co-operating with co-workers in creating a smooth work flow.
- Show an ability to communicate well with others: older people in particular.
- Show an ability to follow clear directions and procedures.
- Show an understanding of safe care and practice in one's daily work.

EXPERIENCE, TRAINING AND QUALIFICATIONS

- Secondary school education (three years or more) is highly desirable.
- Work experience of 0-1 years at least.
- Vocational Training – Diversional Therapy Certificate preferred.



OTHER RELEVANT INFORMATION:

- Floor based role which consists of mainly walking but can result in a variety of movements including crouching, bending, lifting, pushing, pulling, kneeling and squatting.

VISION & VALUES OF BUPA

Bupa’s purpose is to help people live longer, healthier, happier lives.

We do this through our vision of ‘taking care of the lives in our hands’. Our strong caring ethics, dedication and respect are valued by people at some of the most vulnerable times in their lives. So trust is intrinsic to the way we operate as a business, wherever we are in the world.

Our values

At the heart of our service are our values. These are the principles that determine the way we behave and what we believe. They also bring us together as a family, giving us a common culture, and they inspire trust and loyalty in our people.

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| Passionate  | Full of energy Love what we do and why we do it Love our customers |
| Caring  | Big-hearted and compassionate Treat people with respect and kindness Everyone and everything matters |
| Open  | Seek new ideas and other points of view Share freely Really listen and understand Embrace diversity |
| Authentic  | True to yourself Genuine and honest Say what we mean, mean what we say |
| Accountable  | Always responsible Take ownership Make it happen |
| Courageous  | Be brave Dare to try Speak up |
| Extraordinary  | Go above and beyond Be the best we can dream to be Deliver outstanding results, big and small |

Signed _____

(Employee)

(Employer)

Date _____

A job description is intended to give an appreciation of a role, the range of work and responsibilities involved and the important company values. The job description may be altered or added to from time to time.

Our purpose is
Longer, healthier, happier lives



What:
Bupa Promise

Know me
and my needs

Help steer my
decisions

Be there when
I need you

How:
Bupa Values

| | | |
|----------------|-------------------|----------|
| Passionate | Caring | Open |
| Authentic | Accountable | |
| Courageous | Extraordinary | |



