

POSITION: ACTIVITIES CO-ORDINATOR

Full Job Description

Prestwick Care are currently recruiting for an Activities Co-Ordinator. Prestwick Care is a successful, family run business. We are a top care home provider based in the Northeast of England. This is an amazing opportunity for someone who is looking for a rewarding career within the care industry to join Prestwick Care at an exciting time for the Organisation.

The successful activities co-ordinator will plan, organise and co-ordinate activities for active daily living for each resident or group within our Care setting. The role will also involve assisting and supporting carers in developing activity plans and organising external outings.

Duties and Responsibilities:

- Assist Residents in all aspects of their daily activity programme.
- Assist in the promotion of strategies to improve stimulation.
- Observe care planning needs for Residents and complete written daily records.
- Assist in framework of social activities by interacting with Residents and helping them continue with hobbies and activities in the Care Home.
- Escort Residents travelling to and from the Care Centre to activities.
- Provide risk assessments in conjunction with nursing staff for levels activity/outings.
- Report immediately to the Home Manager, or Person in Charge, any significant incident.
- Understand, and ensure the implementation of, the Care Home's Health and Safety policy, and Emergency and Fire procedures.
- Promote safe working practice within the Care Home.
- Promote and ensure the good reputation of the Care Home.
- Organise entertainers as required in line with needs of the residents.
- Formulate individual social/life plans for each resident with support of the care team, relatives and residents.
- To support the home in fund raising for the residents social activities beyond what is allocated by the company.
- Produce appropriate marketing material with support of Home Manager.

What we are looking for:

- Good communication skills.
- Genuine interest in working within the care environment.
- Ability to communicate effectively at all levels.
- Strong written and verbal communication skills.
- Satisfactory DBS check and check against the ISA list (where applicable).

Why should you apply?

- Full Training Package
- Employee Assistance Programme.
- Increasing portfolio of experience within the homes.
- Supportive environment.
- Staff Malhotra Leisure Discount Card.