



Castlebank Care Home

JOB DESCRIPTION

The information provided in this Job Description is given to ensure that the post holder has the best opportunity of understanding what is required to be effective in the post. It is not intended to be prescriptive in every detail and it is expected that the nature of their position will mean that each post holder will be as positive and flexible as possible in using this as a framework.

Job title: Activities Organiser	Location/Department: Castle Bank Care Home
Accountable to: Registered Manager	Responsible for: Activities

Key Responsibilities:

1. To assist in enabling all residents to have the opportunity to enjoy as good a quality of life as possible and to help maintain a happy atmosphere within the home
2. To organise planned entertainment, social and therapeutic activities, considering residents assessed needs and particular interests, likes and dislikes as appropriate.
3. To liaise, with care staff regarding the care of residents and particular activities that may be beneficial and stimulating.
4. To organise, and be involved in, activities that involve the community visits outside the Home. To co-ordinate the availability of transport for residents for such visits
5. To provide information about activities to residents, families, friends and other staff and encourage participation.

6. To be responsible for distribution of library books and other information throughout the Home, and to liaise with appropriate library organisations.
7. To ensure the provision of specialist media for residents with special needs (news tapes, book tapes, large-letter books and Braille, as required).
8. To liaise with Care staff to ensure that activities, and their benefit to individual residents are documented on appropriate case records and care plans.
9. To undertake and assist in other duties, as may be necessary from time to time.