

## Activities Coordinator

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Company: Activities Coordinator

Location: Barnet

Category: other-general

Jewish Care's Retirement Living Services are at the heart of changing people's lives for the better. We aim to ensure that Jewish older people lead a meaningful life, have a sense of belonging and participate in their community.

The role of Activities Coordinator in our Retirement Living Services promotes and supports a range of stimulating activities aimed at integrating tenants into the social life of the services in which they live. They provide a person-centred approach to enable people to engage in a range of stimulating recreational, educational, and therapeutic activities.

**This post is working Monday to Friday and every 4th Sunday, with extra hours available on weekends during festivals.**

### **What you'll be doing:**

Consulting with tenants, families, colleagues, and management to develop and implement a programme to include a wide range of musical, creative and stimulating activities that will meet the social, physical, and emotional needs of tenants and enable them to lead as full a life as possible, paying attention to the needs of older adults with dementia

Ensuring staff and appropriate resources are available to support the activity programme including transportation and staffing for events and outings

Working with the Registered Manager to ensure events and activities are arranged in line with budgetary requirements

Managing volunteers who assist with activities, ensuring a supportive framework is maintained

Ensuring all activities are risk assessed to warrant health & Safety and wellbeing of the tenants

Creating person-centred activity support plans and risk assessments

Encouraging tenants to participate in social and recreational events outside of the home to maintain their links with the Jewish Community

### **What you'll bring to Jewish Care:**

A relevant qualification for the post e.g., general, or specific course in a recreational activity (Essential)

NVQ level 3, promoting independence or willingness to undertake NVQ (Desirable)

Experience of working in the field of recreational/social activity

Experience of working with individual clients and with groups

Experience of working with older people with varying abilities and needs who may also suffer from Dementia

Experience of creating risk management plans and activity support plans

Experience working in partnership with families, carers, volunteers, and community members

Working knowledge of delivering an effective, high-quality activity and social inclusion program

Substantial knowledge of Microsoft applications including Word, Excel, Teams, and PowerPoint

Awareness of physical and mental health issues affecting older people

Ability to demonstrate welcoming and high-quality customer service

Ability to identify and access local groups and facilities

Jewish Care is the largest provider of health and social care services for the Jewish community in the UK. Every week, we touch the lives of 10,000 people. We provide services to a range of people including older people, people with mental health needs and people living with dementia.

Our five values are at the heart of the way we work. They drive how we act as individuals and as an organisation and shape our culture. We value Excellence, Integrity, Innovation, Compassion, and Inclusivity.

**Jewish Care operate a rolling recruitment process and reserve the right to close the advert once a suitable candidate has been identified.**

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