



**Seckford Care**

A tradition of quality since 1587

# Activities Care Worker

16 hrs per week, working 4 days out of 7 and alternate weekends. Hours to be predominantly between 10am and 7pm but flexibility required. Hourly rate £10.18 per hour with 20% enhancement at weekends.

For application form please contact Amanda Wilson on 01394 386520, or [amanda@seckford-foundation.org.uk](mailto:amanda@seckford-foundation.org.uk) closing date 1<sup>st</sup> December at 9am.

**Job Title:** Activities Care Worker

**Department:** Seckford Care

**Accountable to:** Activities and Wellbeing Manager

## Job Purpose and Summary of Role

To provide an appropriate range of activities and opportunities for social interaction, learning and pleasure, for groups and individuals, in order to promote independence, self-confidence, self-esteem and enhance the quality of life of the residents. Assist in the development of social contacts and friendships, allowing time to retain past skills, and learn new ones for fun and laughter.

## Key Responsibilities

- To create and implement appropriate range of activities in consultation with the Activities and Wellbeing Manager;
- To ensure there are sufficient opportunities for activities which are inclusive, accessible, safe and respond as far as is possible to the expressed needs and wishes of the participants;
- To empower the people living here to suggest group and individual activities that they may wish to enjoy.
- To create person centred activity plans and review these with individuals;
- To research, suggest and organise events, activities, monitor attendance and propose adjustments to further enhance the quality and/or success of these;
- To ensure activities are safe, creating risk assessments as required for all identified risks;
- To prepare relevant information, materials, rooms, refreshments as required and clearing away following the activity;

- To research, suggest and organise events, activities, monitor attendance and propose adjustments to further enhance the quality and/or success of these;
- To develop meaningful, professional relationships with the residents in line with all policies (for example confidentiality, professional boundaries and safeguarding);
- To attend to, assist and advise our residents with all aspects of personal care in accordance with their assessed needs;
- To assist our residents at mealtimes, including assisting with eating and drinking and in the preparation of drinks and meals when necessary;
- To prompt and support our residents in managing and administering their own medication in accordance with the operational policy;
- To advise the management team of any apparent problems associated with health, care, support or the administration of medication;
- To monitor individual's wellbeing and to respond to the alarm call system;
- To keep a daily record and when appropriate, to report;
- To participate in regular reviews and re-assessments and document these;
- To understand, promote and adhere to the Health and Safety policy and procedures co-operating with the Foundation on all health and safety matters. To be responsible for taking reasonable care of self and others in the workplace;
- To understand and respect people's privacy, dignity and confidentiality at all times;
- To carry out duties irrespective of age, race, colour, disabilities, gender, sexual orientation and religion and to adhere to The Seckford Foundation's Equal Opportunities policies at all times.
- To develop meaningful, professional relationships with the residents in line with all policies (for example confidentiality, professional boundaries and safeguarding);
- To work alongside and support work experience students, volunteers and other staff as required;
- To understand, promote and adhere to all policies;
- To attend in-service training when required;
- To communicate effectively and work as part of the wider Seckford team, recognising and understanding any organisational matters that may impact on the delivery of planned activities;
- To escort residents on external appointments as required;
- To undertake other tasks as requested.

These are the normal duties which the Foundation requires from the position. However, it is necessary for all staff to be flexible and all employees will from time to time be required to perform other duties as necessary for the efficient running of all areas of the care provision.

Additionally, whilst we operate as one staff team providing care and support in our residential home, our very sheltered accommodation and in our day centre. Within this one team, there are groups of

staff who will be attached to one area, but who will on occasion be required to work in other areas as needs dictate.

This job description is non-contractual and it will be reviewed from time to time and may be subject to change.

### **Qualifications & Experience**

- QCF/NVQ Level 2 in Care (or equivalent hands-on experience); desirable
- Experience of caring and supporting older people in a similar environment; desirable

### **Skills and Knowledge and Attributes**

- Excellent communication skills, both written and verbal;
- Willingness to be trained in care of medication and other care related responsibilities;
- ICT skills including email and basic MS packages; desirable
- High level of confidentiality and discretion, together with an understanding of adult protection issues
- Lively, caring and honest with a sense of humour;
- Passionate about the care of older people and believe in maintaining dignity, privacy, choice, rights, fulfilment and independence;
- Advocacy skills for use in promoting and securing the rights of older people is an advantage.

### **Safeguarding**

- Evidence of a commitment to promoting the health, welfare and safeguarding of children and / or vulnerable adults.

### **General Responsibilities**

#### **Health and safety**

You have a legal duty to take reasonable care of your own health and safety and that of others and you are expected to be familiar with, and adhere to Seckford Foundation's Health and Safety Policy.

#### **Safeguarding Adults statement**

Seckford Foundation is committed to safeguarding and promoting the welfare of adults receiving care and expects all staff and volunteers to share this commitment. You will be expected to support this approach in the context of your role and to adhere to and ensure compliance, with the Foundations Safeguarding Policy Statement at all times. If in the course of carrying out your duties you become aware of any actual or potential risks to the safety or welfare of adults in the care setting you must report any concerns to the leadership team or Customer First Suffolk Safeguarding Partnership.

#### **Brand values**

Ensure your work, communication and approach conforms to the brand values and house style and the wider Seckford Foundation.

Keep up to date, and comply with the Foundation's Rules, Policies and Procedures at all times.