

POST TITLE	ACTIVITY LEADER – CARE HOMES
DIRECTORATE	EDINBURGH HEALTH AND SOCIAL CARE PARTNERSHIP
SERVICE	CARE HOMES
RESPONSIBLE TO	TEAM LEADER
NUMBER OF POST HOLDERS	9
ACTING UP/ SECONDMENT	YES

PURPOSE OF JOB

The Activity Leader is responsible for developing and delivering a range of individual and group activities aimed at supporting a good life for residents in our care homes that promotes independence and relationship building.

The programme of activities will be informed by the wishes and needs of the residents and will be person centred. Individual programmes will be developed to encourage participation, creativity, increasing confidence and learning or re-visiting new skills. Group programmes will be developed to encourage friendships, social interaction, shared experiences and adventures.

THE WHAT - MAJOR TASKS/JOB ACTIVITIES

As Activity Leader you will be involved in getting to know residents in order to develop a programme of individual and group activity that support a good life in care. You will implement the programme supporting other staff to participate as appropriate and you will directly deliver and / or co-ordinate a range of activities.

- You will provide activities to meet the specific physical and psychological needs of residents
- You will provide a programme of activities
- You will teach and develop new skills which promotes residents well-being
- You will encourage relearning of existing skills which promotes residents well being
- You will facilitate contact with already well-established local community resources to encourage contact with people outside of the care home
- You will undertake appropriating recording in a resident's care plan
- You will encourage and support care staff to think of all interaction as a potential activity
- You will encourage care staff to participate in and lead activities where appropriate

THE HOW - KNOWLEDGE AND SKILLS (E.G. CREATIVITY & INNOVATION, CONTACTS & RELATIONSHIPS, DECISION MAKING)

- As the Activity Leader you require to be innovative and have imaginative skills to develop a suitable, person centred programme of individual and group activities. This will include contributing to the overall person-centred care planning, being able to assess an individual's abilities and skills as well as their interests and being able to design suitable activities that enhance the persons general well-being.
- You will have the skills and attributes to develop good personal relationships with residents, their families and friends and with care staff.
- You will have the skills and knowledge to develop a programme of activities relevant to the age and stage of the person taking account of any impairment or disability such as cognitive impairment or mobility issues

- You will have knowledge and an understanding of learning and development for older people.
- You will have the skills to influence others including residents and care staff
- You will be able, with others, to identify appropriate personal outcomes for an individual resident which are life enhancing.
- You will be able to analyse the outcomes and the impact activities have on the individual, the groups and on the wider care home community
- You will have relevant, relatable experience working with older people promoting independence and engagement
- You will have an S.V.Q. II in Social Care/Health working towards an SVQ III to meet SSSC registration requirements

ENVIRONMENT (WORK DEMANDS, PHYSICAL DEMANDS, WORKING CONDITIONS, WORK CONTEXT)

- The programme of activities must be robust and consistent so that they become part of daily life and routine of the care home
- You will have some flexibility over managing your time based on the needs of the residents in the care home
- There will be some physical effort required such as lifting, manual use of equipment, manual dexterity based on arts and crafts and dancing 20%.
- You will be actively sitting, standing, walking, moving objects and any awkward postures that may be involved and this will be approximately 50% of your time.
- Working in a care home means you may encounter spills and you may be exposed to bodily fluids (15%)
- Although the post may be exposed to some adverse working conditions these will be predominantly within the range of normal home-based activities.

SUPERVISION AND MANAGEMENT OF PEOPLE (NUMBERS AND TYPE OF STAFF)

- The post holder will not manage any member of staff and will have no budget responsibility for staffing but will have to develop positive and collaborative relationships with care staff to facilitate delivery of the activities programme
- The post holder will develop positive and collaborative relationships with external community agencies and services in order to promote community involvement for residents.
- The post holder is part of the wider care home team delivering good quality care within our care homes

RESOURCES

- Equipment and materials up to the value of £500 will be provided to help the post holder carry out their duties and they will be expected to take care of the equipment and materials
- The equipment might include a music player, a karaoke machine, art supplies, sensory equipment or other such equipment available within the care home
- The post holder will manage a small budget in partnership with the care home management team, to pay for equipment, supplies and outings

HEALTH AND SAFETY (DO NOT ALTER THE WORDING OF THIS SECTION)

Protecting the health and safety and welfare of our employees, and our third parties including members of the public, contractors, service users and pupils, is the starting point for a forward-thinking Council.

All employees are responsible for:

- Taking care of their own health and safety and welfare, and that of others who may be affected by their actions or omissions;
- Co-operating with management and following instructions, safe systems and procedures;
- Reporting any hazards, damage or defects immediately to their line manager; and

- Reporting any personal injury and work related ill health, and accident or incident (including 'near misses') immediately to their line manager, and assist with any subsequent investigation, including co-operating fully with the provision of witness statements and any other evidence that may be required.

Line managers have additional responsibilities for ensuring all health and safety risks under their management are identified, assessed and controlled, with specialist input from H&S Advisers and others including Occupational Health where required. Where the risks cannot be adequately controlled the activity should not proceed.

Additional information can be found in the [Council Health and Safety Policy](#).