

# Job Description and Person Specification



## Job Description

<b>Job Title</b>	Lifestyle Activities Coordinator
<b>Grade</b>	4
<b>Service</b>	Coventry Dementia Partnership Hub
<b>Reports to</b>	Assistant Manager
<b>Location</b>	Maymorn
<b>Job Evaluation Code</b>	



## About Coventry City Council

**Who we are:** At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

**Our aim is simple** – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

**Our Values:** We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



## About the Service your team will provide

### Purpose of the role / Output

To work with Service Users, Carers and Staff in developing appropriate activities programmes and to develop community links for individuals and groups enabling access to external activities that meet service users' needs and aspirations.

To support units to develop programmes of activities both inside and external to the provision.

To assist volunteers and organisations to develop and run up their activities programmes with support from staff as appropriate.

To create person-centred / life history care plans that support carers and unit with the delivery of service.

To aid in the butterfly model approach of dementia care, working with as part of the team alongside a range of professionals and families developing the environment and daily activities.

## Main Duties & Key Accountabilities

### Core Knowledge

The post holder must comply with Coventry City Council's health and safety policy and in particular is required: -

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

**Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

**Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

All staff employed within Adult Social Care have the following responsibilities within the range and scope of their role

1. To ensure services are provided in accordance with Coventry City Council's Equality, Diversity and Inclusion Policy and that all service users' needs are considered on an individual basis
2. To participate in staff meetings and to contribute towards the implementation of the Aims and Objectives of the Service and the agreed Operations Plan and Performance Targets
3. To promote the independence of individual's and facilitate activities that increases and maintains independence within a supportive environment including the use of local community facilities.
4. To ensure that individual's ' rights are always upheld, to maximise the choices available to service users and actively involve service users in decision-making about all aspects of the service they receive.
5. To promote social, leisure and learning opportunities for service users.
6. To ensure that high quality practice and services are provided at all times and that all complaints/comments are properly responded to following Departmental Policies and Procedures.
7. To ensure that all Health and Safety Regulations are adhered to, including the carrying out of Risk Assessments, so that a safe and secure environment is provided.
8. To ensure that corporate, departmental and local Policies and Procedures are always adhered to.
9. To work closely and collaboratively with housing providers and other agencies such as Primary, voluntary and Acute Health Care Services to continually improve the health and quality of life of service users.
10. To support and work with the carers/relatives/friends of service users in meeting the needs of individual service users and to ensure that the service is part of the local community, and that the community is involved in the daily provision of the service.
11. To undertake training and acquire appropriate qualifications, as required by relevant registering bodies, and the City Council

### **Specific duties of the post**

1. To research and develop awareness of facilities within local communities. To aid in the butterfly model approach of dementia care, working with as part of the team alongside a range of professionals and families developing the environment and daily activities.
2. To consult with Individual's, Carers and families regarding the development of activities programmes. To hold service users and family's meetings.

3. To assist individuals to access community facilities.
4. To liaise with voluntary groups, adult education and sports and leisure facilities. Promote the physical, emotional, social and intellectual wellbeing of the people we support including supporting people to access local facilities and opportunities.
5. To develop links with transport organisations to help facilitate participation in activities.
6. To work with unit staff to develop their competence and confidence in supporting the delivery of appropriate activities programmes in partnership with Service Users and Carers. Work supportively with other professionals, colleagues, carers, relatives or friends in the interest of the wellbeing of the people we support.
7. To create and maintain detailed person-centred care and support plans / life history. To evidence the impact activities, have on the service users – complete case studies.
8. Help in creating opportunities and choices, so that everyone can achieve their desired outcomes and has appropriate control over the decision-making process about the service they may receive.
9. Make a positive contribution to and work constructively within the team and local community groups; attending team meetings as appropriate.
10. Attend appropriate training courses as set out in the training profile for the job role and to take responsibility for your own ongoing personal development.
11. Any other duties and responsibilities within the range of the salary grade

## Key relationships

External	Internal
Range of service via NHS Age UK Alzheimer's Society Arden Memory services Contractors Many other agencies	Social work Team Human Resources Maintenance Team Brokerage Team

## Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

### **Smoke Free**

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

### **Training**

The postholder must attend any training that is identified as mandatory to their role.

## **Responsible for:**

**Staff managed by postholder:**

N/A



## Person specification

Job Evaluation Code	
<b>Knowledge</b> <ul style="list-style-type: none"> <li>• The Ageing process Application form</li> <li>• The types of activities that would be appropriate to different groups and individuals with age and health related problems</li> <li>• Research and consultation methods • Of coaching and guiding methods</li> <li>• Butterfly model approach of dementia care</li> <li>• Of the types of organisations who would be involved in the development of activities</li> <li>• Of equalities issues</li> <li>• Of Health &amp; Safety Application form /Interview</li> </ul>	
<b>Skills and Abilities</b> <p>To liaise effectively with a range of individuals and organisations</p> <ul style="list-style-type: none"> <li>• Recording and report writing</li> <li>• Basic ICT skills</li> <li>• Well developed interpersonal skills</li> <li>• Ability to communicate with groups and individuals</li> <li>• Ability to work with minimal day to day supervision</li> <li>• Ability to execute a project brief and report on progress</li> <li>• Ability to motivate others</li> <li>• Ability to coach and guide others individually and in groups</li> <li>• Ability to manage a variety of programmes simultaneously</li> </ul>	
<b>Experience</b> <ul style="list-style-type: none"> <li>• Of developing activities programmes</li> <li>• Of working with older people in an enabling way</li> <li>• Of running activities programmes</li> </ul>	
<b>Qualifications</b> <ul style="list-style-type: none"> <li>• EXTEND (or equivalent) training or the ability to undertake this training</li> <li>• NVQ level 2 in Health and Social Care or equivalent, with the ability to work towards a higher-level qualification.</li> <li>• • Literacy &amp; numeracy appropriate to post</li> </ul>	



<p><b>Special Requirements</b></p> <p>This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.</p> <ul style="list-style-type: none"> <li>• This Authority is committed to safeguarding and promoting the welfare of vulnerable adults and expects all staff and volunteers to share this commitment</li> </ul>	
<ul style="list-style-type: none"> <li>• This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).</li> </ul> <p><b><i>N.B For posts subject to Protection of Children or Adults requiring assistance due to age, illness or disability please delete as Appropriate</i></b></p>	

<b>Date Created</b>	15 March 2023	<b>Date Reviewed</b>	
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