



Activities Co-ordinator Application Information
Larchwood Care

Welcome

We are delighted that you have decided to apply to join the Larchwood Care Team.

Larchwood Care was established with the aim of becoming recognised as the leading provider of nursing care in Northern Ireland. We believe every employee, regardless of their position, has an equally important role to play in helping us to achieve this aim.

At Larchwood we **Care for Life** – We see our role as one that encourages and promotes a high quality of life for everyone who lives at a Larchwood home. We provide nursing care of a very high standard, and in doing so, we believe that the quality of each of our residents' lives can be actively improved.

Our employees are what will make our business successful and we do our best to ensure that we recruit the best people possible at all levels

Having recruited the best people, to retain them we provide our people with appropriate training and personal development so that they can contribute effectively, we reward our people appropriately and we encourage a positive work culture where feedback is encouraged and contribution is actively sought.

Not all of our new employees have experience working as an Activities Co-ordinator. We believe that if people have the essential qualities required of an Activities Co-ordinator we can provide the training to ensure you become a valuable asset to our business. If successful, we will commit to providing you with on-going training and support to ensure you become completely effective in your role. By promoting a culture of learning, we hope that you will be able to broaden your skills, take on more responsibility and be fully equipped to provide our residents with consistently high standards.

At Larchwood, we offer flexible working hours and will try to accommodate individual needs. It is important that you indicate your hours of work suit you best.

This document provides a summary of the role of Activities Co-ordinator which you should find useful when completing your application form. Please ensure that you tell us about any information you feel might be relevant to demonstrate your ability to care for others in your application form. We hope that if you are successful in joining us, you will quickly become proud to say that you are an essential part of the Larchwood team.

JOB DESCRIPTION

Job Title: Activities Co-ordinator

Reporting to: Home Manager

Close Relations with: Residents
Relatives
Other Care and Ancillary staff

Experience: Experience in a similar role desirable but not essential

Duties will include:

1. Plan and implement weekly activities for residents and display all proposed activities one month in advance
2. Keep within defined budget allowed for all activity expenditure
3. Carry out activities suited to stimulate and entertain residents after consultation with Nurse Manager
4. Maintain excellent communication with residents and relatives
5. Record residents hobbies, likes/dislikes and record all activities suited to each resident on Resident Activity Form
6. Arrange and escort residents to and from outside entertainment
7. Attend funerals as and when required
8. Organise in-house entertainment for parties, functions etc
9. Organise an activity programme leading up to significant events of the year
10. Organise seasonal activities to mark the significant events of the year including Christmas, St Valentine's Day, Easter, St Patrick's Day, and Halloween
11. Work collaboratively with the care team with the best interests of the residents in mind
12. Maintain records in keeping with Best Practice, Nursing Home Minimum Standards
13. Work collaboratively with outside agencies
14. Report any issues of significance to the nurse-in-charge in relation to care
15. Carry out any other duties as may reasonably be requested/required

