



VERULAM HEALTHCARE LTD

JOB DESCRIPTION

Job Title: **Activities Assistant**

Responsible to: **General Manager / Activity CO-Ordinator**

General Responsibilities:

Responsible for the recreational activities of the residents. To promote and organise in-house activities and entertainment and encourage participation in hobbies, either old or new ones. To organise exercise sessions, with music and movement, as appropriate.

Aims and Responsibilities:

1. Report to General Manager and liaise with regard to resident's ability and needs for the activities planned.
2. Plan a programme of events, entertainment and activities for a three-month period. Organise garden parties, barbecues, outings.
3. To raising of funds to allow residents to go on theatre and shopping trips and outside entertainments as appropriate.
4. Encourage handicrafts and craft work to enable sales within the home to generate funds for residents' outings.
5. To ensure all residents, within the home have contact with the activities organiser and residents with limited abilities are included on, perhaps, a "one to one" basis in social and recreational pastimes.
6. To develop each resident's contribution and ability for recreational activities and social interaction and respect an individual's right to refrain from participating if not wished.
7. To compile a brief summary of each resident – their likes and dislikes, special abilities, social history, fondness for pets etc.
8. To organise visiting "pat-a-dog" as appropriate.
9. To arrange visits of help care professionals for residents to have eye tests, chiropodist visits and hairdressing as required.
10. Give residents opportunity to use their postal votes when able to do so.
11. To keep a stock of toiletries for residents to purchase. Keep a record of how much each resident is spending.

To carry put additional duties as instructed by the Activities Co-Ordinator.

Signature: _____

Date: _____