

ROLE PROFILE

Department:	Care & Support - Reablement Service
Job Title:	Activity Co-ordinator
Job Purpose:	<p>Be responsible for the day to day running of a activities service for customers within the service assisting in the delivery of their reablement plan.</p> <p>Ensure each customer receives a quality day service which meets their assessed needs.</p>
Reporting to:	Project Manager

Key Responsibilities and Accountabilities

You will be responsible for ensuring a minimum of three meaningful activities are delivered at the service each day for all customers linked directly to identified requirements from support plans.

You will be responsible for the promotion and delivery of these activities for your customers.

You will develop the service in line with strategic targets aimed at maximising a customer's independence through reablement activities.

You will be responsible for ensuring your customers are given opportunities to engage at all levels of customer involvement to ensure that they have opportunities to shape and develop the service offered.

You will be responsible for ensuring that all activities are evidenced and evaluated in line with scheme reporting mechanisms.

You will provide opportunities for your customers to become involved in staff recruitment and selection.

You will deliver opportunities for your customers within Midland Hearts magic moments programme and develop a database to enable ongoing engagement.

You will deliver signposting and introductions to enable customers to continue to engage in the activities you have identified when they leave the service.

You will make strong links within the local community and where possible arrange introductions to overcome barriers to engagement.

Explore and develop appropriate partnerships to support the overall delivery of services delivered to our customers.

Support the manager in promoting the services within the project to all key

stakeholders.

Work as part of a team to provide a Customer centered service ensuring staff at the service are involved in the ethos and outcomes delivered by engaging them in delivery.

Build a database of volunteers and volunteering opportunities at the service to enhance engagement.

To be responsible for the health, safety and welfare of yourself and others at work and to undertake the health and safety duties outlined in the Midland Health & Safety Policy.

Person Specification

	Application	Interview	Test
Education, qualifications and training			
1. Basic literacy, numeracy and IT Skills.	X		X
Experience			
2. Experience of working with vulnerable people.	X		
Knowledge			
3. A good knowledge of the client group and understanding of the issues relating to older people.	X	X	X
Skills			
4. Communication skills and a flair for being creative are essential in this role.	X	X	X
5. Develop and implement positive relationships with people within the local community and within partner organisations.		X	
6. Ability to work within a team and to communicate with staff at all levels.		X	X
Behaviours			
7. Staff need to have understanding of the impact of their performance and actions of the team.		X	
8. Ability to be able to learn from others within the team, and pass on skills and knowledge to others.		X	
9. Need to have an innovative approach to the workload, i.e. looking for alternative ways to get things done.		X	X
10. Understanding of and commitment to the principles of equality and diversity.	X	X	X