##### **JOB DESCRIPTION**

**Job Title: ACTIVITIES AND LIFESTYLE FACILITATOR (ALF)**

**Responsible to: HOME MANAGER**

**Accountable to: HOME MANAGER**

**Job Purpose**

To create a stimulating and welcoming environment that provides a holistic activity, responsive to individual client needs, encourages independence and well-being, and supports a vibrant and sustainable local presence. To promote a user focused service, ensuring good practice, confidentiality, and integrity at all times.

As a company we embrace and support a diverse workforce. We understand that people’s uniqueness builds the supportive culture needed to thrive in a career and is the essence to life in colour.

## Key Responsibilities

* To focus on making the care home an interesting and stimulating place to live.
* Assist in the completion of the service user’s Life Histories and the person-centered Profiles.
* Work with service users, their friends and family members, to create meaningful individual activity/engagement plans to reflect their interests and their Personhood.
* Build relationships with relatives, friends and advocates in order make sure you understand the person, and that the relatives understand how you are supporting the resident.
* Review the activity/engagement plan with the service user, colleagues and relatives and update, as necessary.
* Create a schedule of meaningful occupation for each service user, personalised to their likes, dislikes, needs and abilities, helping them to try new things and continue to take part in the hobbies and activities that make them who they are.
* Update the service users personalised diary a weekly basis with details of the activities they have undertaken, including photos, comments, and feedback, which can be kept by residents and shared with their friends, family, and the home team.
* Create and maintain a programme of group activities/events tailored to service users to run alongside the one-to-one sessions, enabling service users to take part in communal activities as well as individual engagement opportunities.
* Ensure accurate record keeping including photos and feedback comments for all group activities and events.
* Build relationships with the local community, inviting them into the home to take part or run events and help service users maintain their hobbies.
* To take ownership of the Homes volunteer program.
* Develop strong and continuing relationships with colleagues to enable the sharing of ideas and information,
* Enable our residents to stay in touch with friends and family by visits, phone, Skype, letters, and email.
* Support our residents to make trips outside of the home, encouraging relatives and friends to join in, as well as building links with local groups to encourage them into the home, facilitating the position of the home as part of the local community.
* Actively seek feedback, via the residents/relative meetings, on the activity/events provision in the home.
* Attend all statutory and mandatory training as required by the Company to fulfil your duties including dementia specific training.
* To assume responsibility for his/her own ongoing personal & professional development, supported by the company as appropriate, to ensure competence to drive and deliver the company’s’ requirements for the role.

**Main Duties**

* To deliver person centred care as per the individual support plan.
* Record all care given and document any changes or abnormalities on the daily notes; in addition, informing the person in charge of the shift.
* Assist residents to attend and participate in group activities and to undertake individual activities as needed. Encourage and assist residents to participate in external activities and encourage participation.
* Discuss with the resident, liaising with their family and friends as appropriate, to ascertain their hobbies and interests.
* Liaise with other agencies as requested by the Deputy Manager or Senior Care Assistant, in the interest of the residents, for example GP. Social Worker, Occupational therapist, etc.
* Work collectively as a team and continuously promote and aim to improve care standards in accordance with the companies 10 key behaviours and legislation.
  + [Employee Handbook](https://boroughcarelimited.sharepoint.com/SitePages/Your%20employment%20explained.aspx)
* Meet and greet visitors to the home, establishing identity in accordance with the Homes security system and ensuring that visitors sign into and out of the home.
* To be approachable and supportive to colleagues and home management
* To maintain confidentiality and always respect the requirements of the residents.
* To be aware of complying with Health and safety practices and infection control procedures
* To promote and demonstrate the 10 key behaviours as described in the employee guide in day-to-day practice.
* Any other duties required in accordance with the role, home requirements and service delivery.

Key Requirements

* Able to demonstrate the 10 key behaviours: be respectful, professional, reliable, approachable & friendly, a good communicator, positive, caring, good timekeeper, a team player and to be presentable.
* To promote equality and diversity within the company
* To provide person centred care to meet diverse resident’s needs.
* To be flexible and adaptable to the requirements of the service.
* To constantly ask yourself, “am I delivering, supporting this resident the same way I would want my loved one to be treated?”.

**PERSON SPECIFICATION**

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| **ESSENTIAL** | **DESIRABLE** |
| Qualifications   * Level II in Health & Social Care | * Level II or III in Health & Social Care |
| Knowledge   * Must be prepared to attend such training sessions as are deemed necessary by management. | * Understanding of responsibilities under the Health and Safety at Work Act. * Infection control procedures |
| Experience / Skills   * Strong and effective planning and organisational skills. * Strong written and verbal communication skills. * Good IT skills essential. * Ability to drive is highly desirable (clean driving license preferred). * Previous experience within a care or similar activities position is essential. * Dementia training and experience is essential. * Be prepared to undertake medication administration training to support in the event of emergencies. * Ensuring the appropriate use of PPE * Ability to work with diverse groups of the community |  |
| Personal   * Good verbal and written communication skills * To be friendly, helpful, and courteous. * To have a liking for older people and the ability to relate to them in a sensitive manner. * To have a positive attitude and commitment to high standards of care. * Ability to work shifts, (including evenings, weekends, and public holidays). | * To be flexible and willing to cover shifts on an overtime basis. |