**CYGNET KEWSTOKE**

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| **Title:** | **Activity Coordinator** |
| **Hours of work:** | **37.5 hours per week (flexible to cover a 7 day service including late shifts and weekends)** |
| **Department:** | **Occupational Therapy** |
| **Accountable to:** | **Ward Occupational Therapist and Head of Occupational Therapy** |
| **Responsible for:** | The planning, coordination and delivery of personalised activity programmes for all individuals within the service |

**AIM:**

To co-ordinate, design and deliver a co-produced, personalised activity programme, that is occupationally balanced, risk-assessed and fully resourced, so that all individuals have the opportunity and are encouraged to engage in at least 25 hours of meaningful activity each week.

**KEY RESPONSIBILITIES**

**Professional Practice**

1. Contribute towards the planning, coordination and delivery of personalised therapeutic activity programmes within established protocols using indirect supervision, working autonomously and as part of a team.
2. Complete interest checklists with individuals to identify their activity preferences
3. Create and update activity risk assessments, in relation to timetables.
4. Share information effectively and concisely in routine situations (effective daily documentation; attendance at meetings to handover information; face to face handovers of information to colleagues)

**Facilitation of Learning**

1. Seek opportunities to learn from and with each other, actively participating in ongoing learning, including orientation, induction, mandatory training and relevant educational/development opportunities.
2. Take direction from more experienced colleagues to identify and act on own learning needs
3. Record relevant learning and development activities to identify the impact and benefit of your learning for yourself and those accessing your services (annual appraisal, personal development plan, supervisions)
4. Use basic teaching skills to support staff, carers and individuals to learn new techniques or regain pre-existing ones
5. Contribute to the development and evaluation of educational and vocational resources for students and individuals in our care.

**Leadership**

1. Manage a designated workload, time and resources effectively with direct supervision (keep a diary/ outlook calendar/ other form of evidence of time management and share this with supervisor)
2. Suggest alternative ways to complete tasks without compromising service quality (reviewing personal and activity timetables autonomously; problem solving difficulties)
3. Alert managers to resource issues which affect learning, development and performance (including service resources/ equipment and personal resources), identifying ways to resolve resource issues.

**Evidence, Research and Development**

1. Follow set protocols, read different types of materials and discuss the findings
2. Complete standard documentation, keep accurate records and undertake research/ service evaluation processes with guidance from more experienced colleagues

**AC Key Performance Indicators**:

1. All individuals have a timetable offering at least 25 hours of personally meaningful activity per week
2. 75% of individuals achieve at least 25 hours of meaningful activity each week
3. Timetables are in date and in an accessible format, available to service users (If not, then clear evidence in electronic notes that this has been attempted)
4. Activity risk assessments within area of responsibility are up to date
5. 70% of AC time is spent in direct face-to-face contact with individuals
6. Recording to be at the minimum level of one entry per day per individual within the service
7. Activity areas are kept fully resourced with in-date equipment and materials, and clean and tidy

**General:**

1. To attend for work reliably and punctually and to follow a work pattern as required to fulfil the role, being flexible to the service needs.
2. To actively promote equality, diversity and co-production & challenge unacceptable behaviour and discrimination
3. To carry out, as and when required, any additional tasks and responsibilities as are reasonably compatible with this job description and its objectives.
4. To remain vigilant and do everything possible to protect individuals in our care and others from abuse of a physical, emotional, sexual, neglectful, financial or institutional nature. This includes an absolute requirement to manage/investigate any incident of this nature you witness or suspect that is brought to your attention.
5. To use an appropriate level of confidentiality where personal information is involved with regard to both individuals in our care and employees.
6. To work autonomously, demonstrating effective time management and organisational skills, and proactively seeking out additional support if required.
7. To ensure the highest standards of clinical record keeping in accordance with organisational policies and procedures, and national standards.
8. To maintain up to date knowledge of legislation, national and company policies in relation to the specific client group; as well as wider issues affecting our delivery of a quality service.
9. Cygnet is committed to developing effective user and carer involvement at all stages in the delivery of care. All employees are required to make positive efforts to support and promote successful user and carer participation as part of their day to day work.

***To be noted:***

* The contribution of this role:
  + The way in which this role is carried out will have a direct and highly significant effect on the quality of the entire service provided by the company, and bear directly on how well-equipped teams feel to carry out the jobs they are employed to do.
  + You will therefore be making a very important contribution to other employees, to matters affecting individuals in our care and their experience with us, and to the reputation and achievements of all establishments and the company as a whole.

This is not an exhaustive list of duties and responsibilities, and the post holder may be required to undertake other duties which fall within the grade of the job, in discussion with the manager.

This job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the post holder.

The post holder is expected to comply with all relevant organisational policies, procedures and guidelines, including those relating to Equal Opportunities, Health and Safety and Confidentiality of information.

**PERSON SPECIFICAT ION**

**JOB TITLE: Activity / Therapy Coordinator (Equiv Band 1/2)**

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|  | **Essential** | **Desirable** | **How Tested** |
| **Training and Qualifications** | 1. GCSE Maths and English – standard Grades or equivalent 2. Evidence of personal development in previous employment and/or education | * Evidence of training or education relevant to therapies | Application/CV |
| **Knowledge** | Functional knowledge and general concepts of:   1. The importance of enabling people to do the things they want, need or are expected to do to support them being well in life. 2. The importance of occupation and activity, which are fundamental to a person’s health and wellbeing, within the context of their various environments. | Functional knowledge and general concepts of:   * humans as   occupational beings   * adult and social learning theories * the rights and responsibilities you have to look after yourself at work * Ways to lead and work with others |  |
| **Skills** | 1. Work with a degree of autonomy as part of a team, managing delegated activities and accept accountability and responsibility for own actions 2. Work in partnership with others 3. Positively question own and others’ practice to create opportunities to generate new knowledge 4. Respond flexibly to changing situations, which impact on service delivery 5. Plan and manage own time according to a schedule/timetable 6. Use company online systems for generating plans and recording progress | * Research or service evaluation * Use of technology such as apps, spreadsheets, databases |  |
| **Experience** | 1. Running activities for individuals and groups 2. Working with people who have diminished capacity and responsibility for their own actions 3. Motivating people who have mental illness or learning disabilities to engage in meaningful activities | * Adapting and grading activities/tasks * Experience of working with people who have mental illness or learning disabilities |  |
| **Personal attributes** | 1. A creative thinker 2. An active listener to the views of others to facilitate problem solving 3. Consider different perspectives and question yourself and others when making decisions, guided by more experienced colleagues 4. A team player 5. Able to reflect where performance of self/others should be recognized, reported or improved |  |  |

Signed on behalf of the employer………………………………… Date: …………………………

Signed by employee………………………………… Date: …………………………