

Hollybank Trust - Job Description

Job Title:	ELMS Activities Coordinator
Reporting To:	ELMS Senior Activities Coordinator
Overall Aim:	To plan, create and deliver day to day activities to residential adults and external service users. To ensure high quality support, care and community experience to assist young people and adults with a range of disabilities to maintain a degree of independence, develop skills, have fun and make friendships that will ultimately improve quality of life.

<i>Main Responsibilities</i>	
<i>Role Specific</i>	
Development of autonomy – Delivery	<p>To establish and maintain relationships with all the young people and adults who access the service which will complement and contribute to their Person-Centred Plans and create a pleasant, happy and safe environment within the enrichment programme.</p> <p>To work together as part of the ELMS team to deliver a sustainable enrichment programme -constantly evaluating and striving for an exciting, individualised and progressive enrichment programme.</p> <p>To deliver a variety of activity sessions across a weekly timetable to increase independence, fun, and interaction whilst promoting choice and participation in every session for every individual who attends.</p> <p>To be flexible and supportive to provide short notice cover for sessions as and when required, facilitating the continued delivery of programmes.</p> <p>To take a proactive approach in the ongoing success of activities in a variety of environments including in residential services, ELMS day service and the local community.</p> <p>Plan, deliver and evaluate needs led activities, to engage and stimulate young people and adults.</p>
Development of autonomy - Administration	<p>To take a proactive approach and responsibility to constantly review and improve the ELMS programme including session content, resources and session direction whilst maintaining awareness of the overall development of the wider programme.</p> <p>To maintain accurate record keeping and completing the following documents daily: Session plans with a strategic weekly plan (Scheme of work), Person centre plans, Significant Events</p> <p>To accurately document all necessary tasks on the required documentation (Kardex, Care Plans, MAR Sheets) in a timely manner, including further communications with other members of the team where necessary on essential aspects.</p> <p>To monitor changes within the Care Plans to ensure consistent and high quality of care.</p> <p>To record all incidents electronically in an accurate and timely manner.</p>
Personal Development	<p>To take a creative and open-minded approach in the development of session content and planning and constantly seek better ways of autonomous working.</p> <p>To take responsibility for self-improvement and actively participate in own CPD and target setting as part of the supervision and observation process.</p> <p>To actively engage in discussion and shared learning opportunities to use the knowledge and experience of other team members to enhance the quality of session delivery and the skillset of the activity co-ordinator.</p>
Young People / Adult Support / Welfare	<p>To support the young people and adults to access a weekly timetable of activities and promote their personal development by creating and delivering innovative activities.</p> <p>Ensure resources are used effectively and records are maintained appropriately.</p> <p>Promote independence, engagement and facilitate participation.</p> <p>To establish and maintain relationships with young people and adults which will complement and contribute to their Person Centred Plans.</p> <p>To liaise with the inter-disciplinary team and external support networks on a regular basis to ensure that a holistic approach for each individual is maintained and implemented including the appropriate monitoring and development of risk assessments.</p> <p>Regularly read through care plans to ensure your knowledge of each individual is current and relevant.</p> <p>To evaluate and record responses to activities detailing aspects of achievement and that this is communicated</p>

<p>appropriately to the inter-disciplinary teams. Ensure reports are prepared when required. Ensure young people and adults are respected and valued with positive feedback on their achievements To follow physiotherapy postural guidelines in order to prevent deterioration and to maintain each individual's physical condition. To follow most current eating and drinking guidelines in order to be competent to support when needed and safeguard the individual from any harm. To adhere to the most current behaviour management plans and emergency medication plans to respond accordingly and maintain consistency. Report any concerns regarding the support an individual receives through the appropriate channels</p>
<p>Personal Care & Manual Handling To assist young people and adults with all areas of personal care, including continence management, to ensure that they are comfortable and the highest levels of comfort, privacy and dignity are maintained in accordance with care plans. Ensure clinical waste is disposed of in line with procedures and protective clothing is always used. To implement correct lifting and handling techniques to Trust policy and individual care plans, in order to ensure the safety and comfort of young people and adults. To ensure training is completed in order to be competent in the assistance of personal care and manual handling.</p>
<p>Medication To administer medication and clinical procedures in line with Trust Policies and Procedures.</p>
<p>Environment and Property To ensure that the physical environment is safe and tidy, so that young people and adults are comfortable and their property is secure ensuring that maintenance needs are reported to premises and social areas are clean and tidy. Maintain equipment for activities so that it is ready for use and in a good state of repair, reporting any defects to line manager and/or premises team. To be responsible for resources and equipment and store in the correct place. To be aware of health and Safety, be able to follow risk assessments and support in the ongoing review of risk assessments.</p>
<p>Nutritional Needs To support adults to meet dietary requirements by utilising the appropriate feeding method, monitoring and encouraging food and fluid intake, giving the individual choice, independence and monitoring and communicating any concerns. To prepare food for the adults following basic hygiene guidelines, ensuring adults are involved and given as much independence and choice as possible.</p>
<p>Professionalism To follow the NOP and adhere to the ELMS Staff Code of Conduct throughout employment at Hollybank. Ensure very high standards of professional conduct at all times. Maintain daily health and safety, completing checklists and reporting any issues to line managers / maintenance. Regularly familiarise with Hollybank Trust's Policies and procedures ensuring they are followed at all times.</p>
<p>Social, Leisure and Community experience To accompany and support young people and adults to access social activities and leisure activities in order to improve social interaction skills and develop links with the community and to ensure young people and adults get the utmost enjoyment and development from the experience. Where possible to use the trust vehicles to facilitate attendance at community-based sessions.</p>
<p><i>General Responsibilities</i></p>
<p>Best Practice To maintain an awareness and keep updated with the latest initiatives and thinking, sharing new ideas with colleagues in order to improve organisation performance.</p>
<p>People Development To participate in supervisions, PDRs and continuous training and development, and to seek ways of continually achieving self-development and career enhancement; to support the future skills requirements of the Trust. To ensure training needs are regularly identified and assessed and action is taken to develop skills including PDR's completed in a timely manner.</p>
<p>Attitude To act as a professional and positive ambassador for Hollybank in order to support the Trust's mission and profile. To have a 'can do' attitude towards problem solving and supporting others.</p>
<p>Policy Promotion To actively promote the Trust's Equal Opportunities, Health and Safety, Disability Awareness and Data Protection policies. To ensure that the Trust operates effectively, fairly, and in line with legislative requirements at all times.</p>
<p>Risk Management To assist the ELMS & Bradbury Manager and Assistant Manager in the process of developing risk management strategies in order to safeguard the interests of the Trust.</p>
<p>Safeguarding To adhere to and follow the Trust's Safeguarding procedures in order to protect the safety of all children, young</p>

people and adults.
<p>Confidentiality In line with the Data Protection Act you will see the use and safe sharing of information as part of their responsibility. You will ensure you work in line with our data protection and information governance policies and procedures protecting and respecting the privacy of our children, young people and adults.</p>
<p>Flexibility To carry out such other duties as may reasonably be required from time to time to meet the evolving needs of the organisation.</p>

Hollybank Trust is committed to developing the skills of its people, in line with its Investor in People status. If you have any query about your own personal development, please speak to your line manager.

HR Office use only

Regulated Activity	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Notes
Last updated	

Person Specification

<i>Requirements</i>	<i>Essential or Desirable?</i>	<i>How Assessed?</i>
<p><i>Qualifications/Education/Training</i></p> <p>NVQ Level 2 in Care or the equivalent</p> <p>A willingness to undertake relevant qualifications and training</p> <p>A recognised First Aid and Basic Food Hygiene certificate</p> <p>A full and valid UK driving licence</p>	<p>Desirable</p> <p>Essential</p> <p>Desirable</p> <p>Desirable</p>	<p>Application Form / Certificates</p>
<p><i>Experience</i></p> <p>Previous experience of working in a care environment</p> <p>Previous experience of working with young adults or children with complex needs</p> <p>Experience of leading an activity/training to a group of individuals</p> <p>Experience of Intensive Interaction</p> <p>An understanding of the importance of recording and documenting information and following set procedures</p> <p><i>Other:</i></p> <p>Ability to swim</p> <p>A recognised First Aid Certificate</p> <p>A recognised Basic Food Hygiene Certificate</p> <p>A high level of practical acumen and common sense</p>	<p>Essential</p> <p>Desirable</p> <p>Essential</p> <p>Desirable</p> <p>Desirable</p> <p>Desirable</p> <p>Desirable</p> <p>Desirable</p> <p>Essential</p>	<p>Application Form / References / Certificates</p>
<p><i>Work Attributes</i></p> <p>An interest in working with children / young adults with complex disabilities</p> <p>A positive attitude towards people with disabilities</p> <p>Excellent communication skills, including a fluent grasp of the English Language</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Application Form / References / Certificates</p>

A understanding of moving and handling procedures	Desirable	
An understanding of personal care procedures	Desirable	
A full clean driving licence and the willingness to drive Trust vehicles	Desirable	
Excellent IT skills including a working knowledge of MS Word, Excel and PowerPoint	Essential	
<i>Personal Attributes</i>		
Reliable at all times	Essential	Application Form / Interview / References
Creativity, initiative, energy and enthusiasm	Essential	
Fully committed to the work of Hollybank Trust	Essential	Application Form / Interview / References
Ability to work under pressure	Essential	
Organised and proactive individual	Essential	
Ability to handle loss and bereavement	Essential	

The Trustees reserve the right to amend this document as necessary, after consultation with the individual concerned, in order to reflect changes in organisational requirements and ensure that the future goals of Hollybank Trust are successfully achieved