

## Job Description

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<b>Job Title</b>	Activities Co-ordinator
<b>Salary Band</b>	Band 3
<b>Division/Service Line</b>	Mental Health In-Patients and Targeted Services
<b>Department</b>	Sowenna

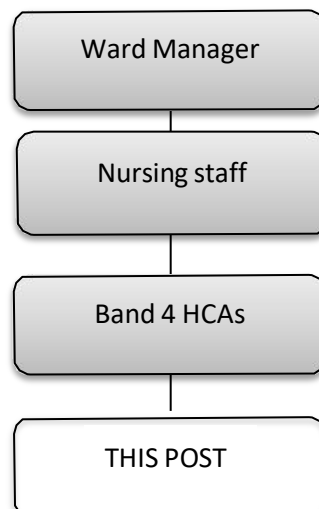
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### Job Overview

The post holder will be responsible for planning social and recreational activities, using practical, communication and creative skills to provide a flexible programme of groups and individual activities on and off the ward in the evenings Monday to Friday and during the day at weekends. The activities provided will vary depending on the age, culture, interests, gender and needs of the patient group. This will be informed by close multi-disciplinary team working, the daily risk meeting and may include developing additional skills and working relationships with other colleagues, including volunteers, to expand the social and recreational opportunities available in line with evolving service needs.

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### Organisational Chart



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## **Duties and Responsibilities**

### ***Communication and Working Relationships***

- To form professional and respectful relationships with patients, maintaining clear boundaries whilst promoting autonomy and enabling choice.
- Families and carers
- The inpatient multi-disciplinary team
- Line manager
- Statutory and non-statutory service providers, including Trust volunteers

### ***Management and Personal Development***

- To develop and maintain up to date skills and knowledge of activities provision in-patient mental health settings
- To participate in clinical supervision and individual appraisal in accordance with Trust policy
- Maintain compliance with Trust essential and mandatory training requirements.
- To plan and prioritise own workload, seeking support from professionally qualified staff when required
- To participate in induction for new starters, students and volunteers by demonstrating own duties
- To provide support to volunteers on the wards.

### ***Clinical Activities***

- To manage individuals and groups of patients who are engaged in social and recreational activities on and off the ward. This may include people who have physical disability and health needs, behaviours that challenge and learning disabilities as well as an acute episode of mental illness
- To contribute to the assessment of patients by reporting presentations, changes, performance and progress whilst engaged in individual and group activities.

### ***Strategic Development, Planning and Organising***

- To contribute to planning, monitoring and evaluating of patient centred individual and/or group activities as part of a regular review of the service requirements.
- To participate in discussions on policy and service developments as appropriate

### ***Administrative***

- To maintain written and electronic records and activity data in accordance with Trust standards
- To ensure that group and activity rooms are adequately resourced by monitoring and ordering resources / equipment within a specified budget

## **Additional Information**

### *Code of Conduct*

The post holder is required to comply with all relevant Code of Conducts for the role, including the Trusts Code of Conduct. All staff are required to support the Trust's commitment to developing and delivering excellent customer service by treating patients their carers, families, friends, visitors and staff with professionalism, dignity and respect. All staff are expected to behave in a professional manner and not to bring the Trust into disrepute.

### *Confidentiality and Data Protection Act*

All NHS employees have a duty to maintain confidentiality under both common law and the Data Protection Act 2018. Service users and staff have a right to expect that any information, whether personal or commercial, held by the Trust will be treated in a confidential manner. All employees of Cornwall Partnership NHS Foundation Trust must not, without prior permission, disclose any information regarding patients or staff.

### *Safeguarding Children and Vulnerable Adults*

All employees of Cornwall Partnership NHS Foundation Trust must be familiar with and adhere to the Trust's safeguarding policies and procedures.

### *Personal Development*

All employees are required to undertake statutory and essential training as directed by the Trust. This will be monitored through the supervision and appraisal process which is in place for all staff to participate in.

### *Risk Management and Health and Safety*

All employees of Cornwall Partnership NHS Foundation Trust are required to make positive efforts to maintain their own personal safety and that of others. You are reminded of your responsibilities for health and safety at work under the Health and Safety At Work Act 1974 as amended and associated legislation. These include the duty to take reasonable care for the health and safety of yourself and of others in your work activities or omissions, and to co-operate with your employer in the discharge of its statutory duties. It is also essential that precautions advised by Management, Occupational Health, Risk & Safety Services, etc. are adhered to for your own protection.

### *Infection Prevention and Control*

All staff, collectively and individually, has a duty of care in following best practice in adherence to guidelines which is a fundamental requirement in underpinning the management of infection control.

### *Location/Mobility*

In accordance with the Trust's requirements, all staff are required to undertake work and alternative duties as reasonably directed at variable locations in the event of, and for the duration of a significant internal incident, major incident or pandemic. You may be required to work at or from any additional location as determined by the Trust. You may also be required to travel between Trust premises for the performance of your duties.

### *Equal Opportunities*

The aim of the Trust's policy is to ensure that no job applicant or employee is discriminated against either directly or indirectly on the grounds of race, creed, sex, marital status, disability, age, nationality, ethnic or national origins. The Trust commits itself to promote equal opportunities and will keep under review its policies, procedures and practices, to ensure that all users and providers of its services are treated

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according to their needs.

*Review of the Job Description*

This is a generic job description and is intended as an outline of the general area of activities. It may be amended in light of the changing needs of the organisation, in which case it will be reviewed.

*Rehabilitation of Offenders Act*

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 is applicable to this post. Therefore should you be offered the post it will be subject to a Disclosure & Barring Service check satisfactory to the Trust. You will therefore be required to declare all criminal convictions, cautions, reprimands and warnings that would not be filtered in line with current guidance

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**The Trust operates a no smoking policy. Employees are not permitted to smoke anywhere in the premises of the Trust or when outside on official business. Staff must be mindful of public perception and therefore must not smoke whilst travelling in Trust identified vehicles or when can be identified as a member of CFT staff.**

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## Person Specification

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<b>Department</b>	Sowenna

Role Requirement	Essential	Desirable
<i>Education / Qualifications and Relevant Experience</i>		
Qualification to level 3 or equivalent experience in relevant subject	✓	
Experience of providing social and recreational activities in group settings and with individuals	✓	
GCSE Maths & English or equivalent qualification	✓	
Experience of working with people who have cognitive, physical, learning disability or challenging behaviour.		✓
Recent experience of working in mental health setting		✓
Previous NHS Experience		✓
<i>Skills and Aptitude</i>		
Personal practical or creative skills eg. craft, music, art, cookery	✓	
Ability to use persuasive, motivational and reassurance strategies to build rapport and engage patients in activities.	✓	
Able to self-motivate and work on own initiative	✓	
Able to work as part of a multi-disciplinary team	✓	
<i>Knowledge and abilities</i>		
Ability to maintain clear electronic records of patients' engagement in activities.	✓	
<i>Personal Qualities</i>		
Ability to be flexible and respond to changing environment and patient' needs	✓	
<i>Other</i>		
Demonstrates evidence of Trust "CHOICE" values	✓	
Disclosure and Barring Service check satisfactory to the Trust	✓	
Ability to travel independently where required	✓	
Occupational health clearance satisfactory to the Trust	☐	

This role may be deemed as an Information Asset Owner in line with the Trust Information Risk Policy

