

## JOB DESCRIPTION

### JOB DETAILS

JOB TITLE:	Lifestyles Assistant
HOURS:	Various
REPORTING TO:	Lifestyles Coordinator / Lifestyles Team Leader

### JOB SUMMARY

Reporting to the Lifestyles Coordinator / Lifestyles Team Leader the Lifestyles Assistant supports the provision of meaningful, enjoyable, engaging and stimulating activities which are planned, organised, promoted and implemented in the Home for all residents in line with the principles, policies, procedures and best practice guidelines for relationship centred care, clinical care and dementia care.

The Lifestyles Assistant will proactively engage with and support the activities programme in the Home. They will provide support to the Lifestyles Coordinator / Lifestyles Team Leader to ensure other team members and residents know about and are engaged in the activities programme.

### JOB SPECIFIC RESPONSIBILITIES

#### Activities Assistance

- Assist in the delivery of a meaningful, enjoyable, engaging and stimulating activities programme, based on relationship-centred care principles, throughout the home that involves and includes all residents relative to them as individuals
- Support the Lifestyles Coordinator / Lifestyles Team Leader to motivate, inspire and mobilise other activities and care team members in the provision of meaningful, enjoyable, engaging and stimulating activities within the home to support relationship-centered care for residents
- Champion relationship-centered care with all team members in the home to ensure residents are empowered to make, or continue to make, Lifestyles choices relevant and appropriate to them
- Support the Lifestyles Coordinator / Lifestyles Team Leader with the design, development and implementation of the Home's newsletter that reports on the Home's events and activities of interest (with photography where appropriate)
- Where appropriate they will ensure records relating to activities are accurate and up to date
- Support the regular review of all activities programmes to assess effectiveness, revising and refreshing activities for all residents as a result

- Support the Lifestyles Coordinator / Lifestyles Team Leader to promote and communicate regarding events, activities and achievements to Sales and Marketing team and, where possible, local media
- Support the building of strong and positive external links within the local community for the Home
- Support the Volunteering and Charities Coordinator at Central Support with volunteering within the Home
- Support the Charities Champion in the Home to ensure charity events organised by or within the Home are successful
- Ensure all regulatory and statutory requirements are met and company policies and procedures are adhered to
- Role model relationship centred care with all team members to empower residents with their lifestyle choices.
- Responsible for ensuring there is always sufficient equipment and resources available for the team to meaningfully engage and occupy residents.
- To actively engage with residents in conversation and meaningful occupation related to their lifestyle choices at a level and pace that values the individual and respects their dignity and communication differences.
- To respond in a timely way to residents who are distressed (calling out, calling for help, knocking or making noises that suggest the need for support) or seek assistance if you feel unable to respond appropriately.

#### **Health and Safety**

- Ensure the Lifestyles Coordinator or Lifestyles Team Leader is informed of any incidents, issues or concerns
- Check all appropriate risk assessments have been carried out on all outings and all documentation is complete and recorded
- Check risk assessments related to activities and volunteering are completed within the home and safe working practices are being followed at all times
- Ensure all H&S requirements are met and company policies and procedures relating to H&SD are adhered to

### **JOB DESCRIPTION RECORD**

This job description reflects the current main organisational priorities for the position. These priorities may develop and change in consultation with the post holder in line with needs and priorities of the business.

Post holder's signature:

Date:

**PERSON SPECIFICATION**

	<b>Essential Criteria</b>
<b>Qualifications/Education</b>	<ul style="list-style-type: none"> <li>• A minimum of two GCSE's, one of which must be English Language, at Grade C or above (or equivalent)</li> <li>• NVQ HSC Level 2 or QCF HSC Award 2 (or higher) in Health and Social Care (or equivalent) <b>(desirable)</b></li> <li>• Having achieved or expected to complete the Level 2 award in supporting activities provisions <b>(Desirable)</b></li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of supporting the organising and scheduling programmes of events or activities</li> <li>• Experience of working and/or engaging with older people (both living with and without dementia) <b>(desirable)</b></li> </ul>
<b>Skills/ Knowledge</b>	<ul style="list-style-type: none"> <li>• Organisation skills</li> <li>• Listening skills</li> <li>• Good written, non-verbal and verbal communication skills</li> <li>• Dementia knowledge (essential for roles within Homes specialising in dementia care) <b>(desirable)</b></li> <li>• Basic knowledge of and competence in core Microsoft Office applications (e.g. Word, Outlook, Excel, PowerPoint) and Windows based operating environments</li> <li>• Data management (for record keeping and review)</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Reliable and punctual</li> <li>• Flexible and adaptable</li> <li>• Will and able to work, from time to time, outside standard work hours (e.g. at weekends, evenings)</li> <li>• Approachable and friendly</li> <li>• Confident and assertive</li> <li>• Diplomatic and tactful</li> <li>• Enthusiastic and keen to learn / develop</li> <li>• Patient and understanding</li> <li>• Positive in outlook and manner</li> <li>• Self-motivated</li> <li>• Able to promote a professional image for the company at all times</li> <li>• Able to travel to other homes where needed for training / support</li> <li>• Believe in and work within the Hallmark Charter</li> </ul>

Salary - £6.20 - £6.75 per hour