

ACTIVITIES ORGANISER				Purpose			
Reference No.	I406.01	Type	Individual	<p>Attending to the personal, social, recreational and emotional needs of older people within a residential setting and providing a stimulating environment.</p> <p>The primary aim is to initiate and develop a programme of meaningful activities that is informed by the needs, preferences and interests of the residents with the purpose of maintaining and/or improving quality of life.</p>			
Service	Older People's Services						
Job Family	Para-Professional 2	Grade	FC4				
Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:				Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility		E	D
Consulting with service users in order to schedule and provide a range of social, recreational and educational activities in accordance with individual's need and preferences.				Experience working with older people			✓
				Experience of planning, initiating and sustaining activities for older people			✓
				Educated to SCQF level 2, which includes National 2 or Access 2 or equivalent in relevant area			✓
				Ability to provide a regular and effective service (Deliver results - See 'How We Work Matters' Framework)		✓	

Role Profile

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Contributing to assessment and care planning for individuals.	Communication skills	✓	
	Team working skills (Work together)	✓	
Maintaining accurate records.	Accuracy skills	✓	
	IT Skills (Embrace technology and information)		✓
Assisting and enabling service users to participate in a level of activity that is responsive to varying abilities.	Motivational skills	✓	
	Planning skills	✓	
Undertaking some physical care tasks to support the Service Users.	Knowledge of Health & Safety procedures		✓
Ensuring that the individuality, personal dignity and confidentiality of Service Users are respected at all times.	Initiative taking skills (Take ownership)	✓	
Requisitioning materials and equipment.	Organisational skills	✓	
Participating in the evaluation of activity programmes and outcomes for Service Users.	Networking skills	✓	
Creating a supportive atmosphere where service users can achieve maximum independence.	Interpersonal skills (Focus on customers)	✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Job Title of Specialist tasks			

Role Profile

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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input type="checkbox"/>	PVG Protected Adults <input checked="" type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results