



## Job Description and Person Specification

### Activities Officer – Grade 6

|                 |                 |
|-----------------|-----------------|
| Responsible to: | The Manager     |
| Location:       | To be confirmed |
| JD Ref:         | CD013           |

#### Context

Care Dorset is a new Local Authority Trading Company, wholly owned by Dorset Council. The company will start delivering services to Dorset Council residents from October 2022. Whilst Care Dorset is new, around 700 of our colleagues have been making a positive impact to residents of Dorset since 2015, and in many cases, long before that. Those same colleagues will join Care Dorset – through a TUPE transfer and are ready to play their part in Care Dorset's success.

#### The Role

##### Overall purpose

The Activities Officer will:

- Provide a range of activities providing support and opportunities to enhance and maintain the independence of service users.

##### Responsibilities and accountabilities

1. Support the Manager and care Staff in the arranging and delivery of activities to a variety of service user groups within a residential or day care setting.
2. Develop activities which reflect service users wishes and their needs as assessed by care Staff in order to meet aims and objectives as outlined in care plans.
3. Run and supervise individual and group activity programmes.
4. Maintain service user records and contribute to other establishment records, as required.
5. Provide personal care to service users, as required.
6. Undertake the direction of volunteers.
7. Contribute to the development and review of individual care plans to meet service users' needs for social and mental stimulation.
8. In conjunction with the Manager organise and arrange group and individual activity programmes, and to undertake risk assessments in relation to all planned activities.



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9. Participate in staff meetings and undertake training.
10. Undertake any other duties of a lesser or comparable nature, as required.



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## Person Specification

### Must haves:

- Good awareness of relevant legislation
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- Basic knowledge of health and safety
- Awareness of anti-discriminatory practice/attitudes
- Some experience of working in a caring or role in the community
- Experience of planning and organising activities
- Good written and oral communication skills
- Good organisation skills
- Ability to contribute to group work
- Ability to contribute to the development and implementation of care plans/reviews
- Information sharing