

## JOB DESCRIPTION

Job Title:	Lifestyle Co-ordinator
Hourly Rate:	
Responsible to:	Team Leader

### Main Purpose of the Role

- To understand the residents needs and provide appropriate support to enable residents to live a fulfilling life, whilst maximising their independence and health & wellbeing.
- To provide a safe and supporting environment for users of the centre.
- To be a member of a multi-disciplinary team providing a short-term high-quality service within the Centres Units.

### Responsibilities of the Role

- Encourage patients to develop their daily living skills and realise their potential to continue to live as independently as possible by developing resident activities goals for the written care plan.
- Develop and coordinate delivery of social care plans for resident, and encourage residents participation
- Co-ordinate activities programme with other services in the facility, and encourage residents participation in activities and document outcomes
- Work alongside residents and their families in order to gain a full understanding of their interests and aspirations
- To assist the Practitioner with their day-to-day duties and clinical related tasks including administration of medication.
- To maintain and develop a high standard of care for our patients/residents by being aware of their individual needs and adhering to their care programme
- Work closely with Complex Healthcare Assistant, and Practitioners to
- Be committed to a person-centered approach to recovery. Acting as the patient's advocate, helping them to achieve the outcomes they desire and, in doing so, help promote their health, safety and wellbeing.
- Contributing towards effective communication, by reporting to the Practitioners any information given by the patient/resident or relative which may affect our patient's physical/mental well-being or care needs. To observe, record and report, any changes in individual conditions and circumstances, or incidents or safeguarding concerns.
- Assist in the training and development of colleagues to ensure high quality care provision and high performing team approach
- Contribute to the overall aim and vision of Southend Care Ltd, and work in accordance with the company's values and behaviours

- To work with a variety of vulnerable adults, from different backgrounds on a daily basis.
- Your role will include but is not limited to; carrying out personal care, careful moving and handling, observations and fulfilling sensory, and social needs when required.

### **Resources**

- Direct Staff- No
- Responsible use of all equipment used to assist with role

### **Work Environment**

- Primarily Brook Meadows House
- Will be required to work within any service within Southend Care when services are in an emergency or as directed by the Service Manager

### **Standard Phrases**

- To practice within a legal framework encompassing statutory, organisational policy and guidelines
- Ensure a work environment that protects peoples' health & safety and that promotes welfare and which is in accordance with the Company Health & Safety policy.
- To be familiar with Equal Opportunities Good Practice and with the Company requirements for Diversity and to implement this in all aspects of working practice and promote it in the team and workplace.
- This role requires a DBS from the Disclosure and Barring Service
- To maintain confidentiality of information in line with the requirements of GDPR
- You may be required to undertake other relevant and appropriate duties as reasonably required.
- This role requires a complete course of Covid-19 vaccination (or any mandatory vaccination as per regulations), or proof of medical exemption

### Person Specification

Attributes	Activity	Essential or Desirable	How evidenced
Qualifications or membership to a Registered Body	<ul style="list-style-type: none"> <li>• Literacy and numeracy equivalent to at least GCSE Grade C English and Maths</li> <li>• Care Certificate</li> <li>• Level 2 or 3 in Health and Social Care</li> </ul>	E D D	A
Knowledge, Experience Skills and Abilities	<ul style="list-style-type: none"> <li>▪ Good communication skills both verbal and written</li> <li>▪ Experience of coordinating or conducting activities</li> <li>▪ Creativity and initiative</li> <li>▪ Excellent IT skills</li> <li>▪ Ability to work under pressure</li> <li>▪ Resilience</li> <li>▪ Ability to make decisions</li> <li>▪ Ability to be organised and efficient.</li> </ul>	E E E E E E E E	A &
<p><b>Values</b></p> <p><i>(Demonstrates the Company's Values and Behaviour i.e. the how)</i></p>	<p><b>We are Caring</b> always providing person centred care and support we would want for ourselves &amp; loved ones.</p> <p><b>We are Passionate</b>- about care &amp; having pride in being part of SCL</p> <p><b>We are Diverse</b> – inclusive, recognising diversity through celebrating differences</p> <p><b>We are Empowering</b> – enabling everyone to fulfil their potential, taking ownership &amp; being accountable</p> <p><b>We are Innovative</b> – able to take on new challenges &amp; seek solutions with a balanced care &amp; commercial mind set</p>	E  E  E	