

Sheffcare Limited

Job Description – Activities Worker

Post Title	Activities Worker
Responsible to	Registered Manager
Holiday and Sickness Relief	Day Centre Staff

Purpose of the Job

To promote and adhere to the workplace values of Sheffcare:

- Kindness
 - Dignity
 - Respect
 - Independence
 - Choices
- To provide and develop client-orientated activities, events, and therapeutic sessions, including assisting with the planning and implementation of the service maximising customer satisfaction.

SPECIFIC DUTIES AND RESPONSIBILITIES

1. To be aware of and work within company policies and procedures as determined by Sheffcare Board and Chief Executive, ensuring that all applicable legislation is implemented.
2. To provide and develop client-orientated activities/events and therapeutical sessions.
3. To liaise with external agencies/bodies as necessary.
4. To work closely with home-based staff, maximise customer satisfaction.
5. To promote and publicise all Sheffcare services.
6. To ensure all equipment and materials are transported and available for users of the service, including setting up as necessary.
7. To advise the Registered Manager in adapting existing services and on the introduction of new services, assisting with the planning and implementation of these services.

8. To be aware of individuals needs having regard for their intellectual, social, emotional, physical and spiritual needs, taking into account their cultural and ethnic background.
9. To promote daily living skills with service users.
10. To assist and liaise with catering staff to ensure individual dietary needs are met.
11. To undertake training as required by the company.
12. To assist in staff induction and training programmes as directed.
13. To participate in meetings as directed and receive formal supervision.
14. To record information as deemed necessary by the company through company recording systems.
15. To undertake any other duties applicable to the grade and purpose of the post.
16. Any other reasonable request made by a member of the management team.