# Person Specification

**Company Background**

Macklin Care Homes, established in 1980, is a family run business employing over 300 people in the Care sector. Macklin Care Homes comprises of Ratheane Care Home, Coleraine (76 beds), Leabank Care Home, Ballycastle (52 beds), Arlington Care Home, Belfast (25 beds), Parkmanor Care Home, Dunmurry (78 beds) and Milesian Manor Care Home, Magherafelt (34 beds).

At Macklin Care Homes we are proud of our values and unique positive culture that we live each and every day. This is reflective of our relationships with our residents, their relatives, our suppliers and the local community.

We promote a culture of working as one team, using their knowledge and expertise to continually excel and improve the standards of care for our residents.

Our residents are at the heart of our homes; we are inspired not only through their stories and experiences of years gone by, but also by knowing we are making a difference in their lives.

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| **Job Title:** | Activities Therapist |
| **Reporting:** | Nurse Manager/Deputy Nurse Manager |
| **Basic Function:** | To create a stimulating and developing activity programme to enhance the quality of life for each resident within the nursing home. |

**Essential Criteria:**

* Previous experience in a similar position
* Good General Health (medically fit)
* Must have a good command of written and spoken English
* Ability to communicate with the elderly
* Ability to work set hours, flexible to meet the needs of the organization

**Desirable Criteria:**

* Relevant Vocational Qualification (achieved / working towards)
* Knowledge of Care of the Elderly Patients Charter of Rights
* Experience of working with elderly residents suffering from dementia

**Skills:**

* Commitment to The Macklin Care Homes Mission, Vision and Core Values
* Core Values - Treat People Really Well, Continuous Development, Trust and Dedication.
* Priorities - Our Teams, Our Residents, Our Community, Our Future
* Ability to deliver a high standard of patient care
* Exceptional organisational skills
* Ability to communicate and listen, ability to work co-operatively with other staff
* Ability to work under pressure and use own initiative
* High standard of personal presentation
* Attention to detail

**Job Description**

**Position**  Activities Therapist

**Reporting line**  Nurse Manager/Deputy Nurse Manager

**Hours of work** Day Duty

**Basic Function:**

To create a stimulating and developing activity programme to enhance the quality of life for each resident within the nursing home.

Professional responsibilities

* To assess residents social background and interests.
* To design and implement a programme of activities for active daily living suited to residents requirements, interests and abilities.
* To plan and organise an activities programme that will maintain interest and progression over a period of time.
* Assist residents in all aspects of their daily activity programme.
* Pay particular attention to assisting residents who have limited mobility or physical / learning

difficulties, making the best use of aids provided.

* Support and develop residents who may be confused and / or who have behavioural problems.
* To provide one-to-one stimulation for residents who are unable to participate in group activities.
* Assist in the promotion of strategies to improve stimulation.
* Observe care planning needs for residents and complete written daily records as instructed and in line with the Company’s policies and procedures.
* To document in residents records participation in activities on a daily basis.
* Assist in framework of social activities by interacting with residents and helping them continue with hobbies and activities in the Nursing Home.
* Under the supervision and guidance of Senior Care Staff, report on the well-being of residents.
* Ensure full privacy and dignity is maintained in line with the Company’s policies and procedures.
* Provide risk assessments for levels of activity.
* Practice maximum integrity in all dealings with residents' affairs, and avoid abuse of the privileged relationship that exists with residents.
* To encourage involvement in the local community and liaise with outside organisations in order to cater for residents spiritual needs e.g. Churches and Community Groups.
* To plan and organise external outings with appropriate transport.
* Escort residents travelling to and from the Nursing Home to activities.
* To train and support other staff members in implementing the activities programme.
* To manage activities budget to ensure adequate supply of equipment and materials required for activities programme.
* Participate in Staff and Client meetings as and when required.
* To work in partnership with other team members to provide holistic care for residents.
* To manage time effectively ensuring optimum contact with residents.
* To hold residents concerns groups on an ongoing basis and to document concerns and feedback to Nurse Manager/Assistant Nurse Manager.
* Continues the Company’s policy of being polite and courteous to all doctors, pharmacists, external medical staff, patient’s relatives and friends, religious practitioners and the Northern Health Board Nursing Home Inspection Unit Team.
* Continually updates oneself on current procedures through the use of literature available in the home and attends internal and external courses when requested by the Nurse Manager/Assistant Nurse Manager.
* Complies with all infection control measures operating within the Home.
* Wears protective clothing as required.
* Takes responsibility for the protection of vulnerable adults and reports to management where they consider a person has caused harm or posed risk of harm to any resident.
* Is compliant with the Company’s Health and Safety Procedures.
* Adheres to the fire and accident prevention policy of the Home and participates in the investigation and prevention of all incidents/accidents in the Home.
* Observes confidentiality at all times.

Administrative responsibilities

* Ensures the economic use of all supplies and equipment. Maintaining all these resources in a satisfactory condition and reporting any faults/breakages.
* Reports all accidents, complaints and defects in equipment to the primary nurse.
* Ensures the safe keeping of patient’s belongings and valuables in accordance with the Home policy.
* Does not accept gifts from patients or witness a patient’s will.

Personnel responsibilities

* Is compliant with the Company’s Equal Opportunities Policy.
* Is familiar with the Home’s fire evacuation procedures.
* Is compliant with all Company’s personnel/HR policies.

**This job description will be subject to review in the light of changing circumstances and may include any other duties and responsibilities as may be determined in consultation with the jobholder. It is not intended to be rigid and inflexible, but should be regarded as providing guidelines within which the individual works.**