

**LIFESTYLE COORDINATOR**

This is an exciting opportunity to support the creation and delivery of Milesian Manor’s new service offering while engaging with the local community. The successful candidate will be part of a refreshingly new approach to supporting residents maintain lifestyle choices, their health and wellbeing as well as their independence. If you want to be involved in a forward thinking business where your creativity and enthusiasm will provide the opportunity to thrive in a rewarding environment, then this role is for you!

**COMPANY BACKGROUND**

The Macklin Group, established in 1980, is a family run business employing approximately 600 people in the Hospitality and Care sectors. The Group incorporates Malone Lodge Hotel and Apartments, Belfast; Ratheane Care Home, Coleraine; Leabank Care Home, Ballycastle; Arlington Care Home, Belfast; Parkmanor Care Home, Dunmurry; Milesian Manor Care Home, Magherafelt; and Our Lady’s Care Home, Belfast.

Having recently commenced expansion and redevelopment of Milesian Manor Care Home this award winning company are looking for further key members to form a Lifestyle Team. Milesian Manor is a newly created luxury Care Home designed to provide personalised residential, nursing, dementia and day care. The home has been designed to provide the best care and lifestyle experience for our residents, including facilities such as a café, hair salon, sensory garden and cinema. Our aim is to provide a lifestyle experience catering for the individual needs of each resident in a setting they are proud to call home.

The success of the Macklin Group is directly attributable to its core values and strong family ethos, yet has the dynamic environment to challenge and develop the very best people. This is an exciting opportunity to join a new role within the Group and contribute to the continued growth and development of the Company.

Earlier this year, Macklin Care Homes received the accolade of Northern Ireland Nursing Home of the Year at two separate award ceremonies. The Group was also a finalist for Best Company to Work For and was named Employer of the Year at the first Northern Ireland Family Business Awards 2017.

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| Job Title:  Contract/Hours: | Lifestyle Coordinator  Permanent – Full Time (will include evenings & weekends on a rotational basis) |
| Location: | This role will be based in Milesian Manor Care Home, Magherafelt |
| Reporting: | Nurse Manager – also works in conjunction with the Business and Community Engagement Coordinator |
| Purpose: | * Develop and implement an ongoing lifestyle programme for residents to pursue existing interests, acquire new skills and be involved in a wide variety of experiences appropriate to their age, gender, culture, religion and medical needs. This programme will fulfil residents’ entire lifestyle choices, give them a sense of purpose and contribute to their independence and wellbeing. * Generate ideas and assist to build networks with communities to achieve the fulfilment of the social, physical, psychological, emotional and spiritual needs of residents. * To support in developing and implementing an activities and events calendar for residents and the community that will involve hosting events in the Home as well as assisting with fundraising activities and supporting intergenerational projects. * Work as part of the Lifestyle Team to ensure support provided is in line with the Organisational Vision, Mission, Policies and Procedures and all legislative requirements. |

**Duties and Responsibilities:**

* Lead and implement an ongoing Lifestyle Programme suitable for residents through group activities, community events and individual interests, considering their wellbeing and care plan needs.
* Ensure, through participation in the planning and development of service delivery, the resources allocated provide flexible, individualised support options, focusing on each resident reaching their highest level of independence and ability.
* Work in cooperation with the Nurse Manager, Business and Community Engagement Coordinator and other team members to continuously review Lifestyle Plans that will assist the residents’ achieve their social interests, needs and aspirations.
* Generate ideas and concepts of how to further enhance the residents’ experiences within the Home, liaising with the Nurse Manager, Business and Community Engagement Coordinator and other relevant parties to bring initiatives to fruition.
* Work with the Nurse Manager and Business and Community Engagement Coordinator to embed a passionate lifestyle culture among the whole team.
* Supervise the Lifestyle Team including volunteers to develop and implement the Lifestyle Programme. This will involve ongoing supervision, training and assisting in the recruitment and induction of new staff.
* Foster teamwork, by working collaboratively with colleagues to ensure Lifestyle Plans and designated duties are completed in an effective and reliable manner.
* Facilitate consultation, participation and evaluation with residents, their families and other relevant parties.
* Keep abreast of changes in both the internal and external environment highlighting any possible impact on residents’ welfare or quality of life.
* Ensure that the support provided promotes the dignity, independence and rights of each resident.
* Ensure the service delivery is efficiently and effectively implemented and reflective of the values of the organisation.
* Establish and maintain effective lines of communication with residents, families and other relevant parties. In doing this, ensure adherence to General Data Protection Regulations and the Homes Privacy and Confidentiality Policies.
* Participate as directed by the Business and Community Engagement Coordinator in hosting events in the Home as well as assisting with fundraising activities and supporting intergenerational projects.
* Regularly report to the Nurse Manager / Business and Community Engagement Coordinator on the progress of projects/activities for which you are responsible.
* Support in the delivery of an exceptional show round experience of the entire Home.
* Support in the delivery of an internal and external communication plan of the Home.
* Administrative duties to ensure the effective implementation of the Lifestyle Programme including effectively managing activities budget, purchasing supplies and equipment, and allocation of resources.
* Ensures the economic use of all supplies and equipment. Maintaining all these resources in a satisfactory condition and reporting any faults/breakages.
* Ensure resident records, reports, charts, activity outcomes and any other information required are accurately completed in line with regulatory requirements and General Data Protection Regulations.
* Attend meetings which provide a forum for consultation / participation / evaluation. Assist in fostering open lines of communication that will enhance opportunities for the exchange of ideas, concerns and general information.
* Ensure adherence to the policies and procedures of the organisation and all relevant legislative requirements. Regularly check operational procedures in the work environment to ensure the safety of all persons receiving and providing support.
* To perform related duties and specific projects as assigned by Management to contribute to the overall aims of Milesian Manor Care Home.

The nature of the job will change as the needs of Milesian Manor Care Home develop. This will require a considerable degree of commitment, flexibility and adaptability of the successful candidate.

**PERSON SPECIFICATION**

**Essential Criteria**

* Commitment to and strong belief in the needs of the service and the benefits it can bring to residents’ quality of life
* Eligibility to live and work in the UK
* Ability to work flexible hours which will include evenings and weekends on a rotational basis
* Commitment to the company core values and ways of working
* Satisfactory Enhanced Access NI Disclosure (upon commencement of employment)

**Desirable Criteria**

* Previous experience in a similar position
* Experience in the development, implementation and evaluation of an activities or events plan
* Relevant Vocational Qualification (achieved / working towards)
* Experience of working with the elderly
* Experience of working with people suffering with dementia/sensory impairment

**Skills**

* Ability to build rapport easily and display good listening skills
* Ability to work effectively with a variety of stakeholders involving residents, relatives, staff, community and volunteers
* Excellent verbal and written communication skills
* Ability to work as part of a team and on own initiative
* Be computer literate with a good working knowledge of Excel, Word, Power-point, and Databases
* Accuracy and attention to detail
* Ability to work well at a steady pace: must be organised, flexible, quick thinker, proactive

If you have the skills and enthusiasm for this varied and challenging role please complete an application form or forward your CV for consideration outlining how you meet the relevant job criterion.

Please be advised that Macklin Care Homes reserves the right to apply desirable criterion as part of the short listing process.

**Closing Date for Applications: Friday 15 December 2017**