

**ADULT COMMUNITY SERVICES****SERVICES FOR OLDER PEOPLE****ACTIVITIES HEALTHCARE ASSISTANT****BAND 3****JOB DESCRIPTION****JOB SUMMARY:**

The post holder will be required to participate in the assessment and provision of community-based activities for older adults on Tautenay ward under the direction of the Tautenay Ward Manager, in order to enhance the quality of the service users lives.

The post holder will carry out a wide range of therapeutic activities without direct supervision, reporting observations and concerns to the Tautenay ward manager or in her absence the Operational Manager for in patient mental health.

**RELATIONSHIPS:**

**REPORTS TO:** Tautenay Ward manager

**RESPONSIBLE TO:** Operational Manager, Inpatient Mental Health

**ACCOUNTABLE TO:** Assistant Director, Adult Community Care Services

**MAIN DUTIES AND RESPONSIBILITIES:**

- To contribute to the assessment of service users' needs in relation to therapeutic activities, by completing activities profiles and life history documentation in conjunction with the service user/relatives and staff.
- To contribute to the planning and implementation of individual and group activities for service users at Tautenay ward e.g, beauty session, therapeutic bathing, games, music clubs, Art & Crafts, Gardening etc.
- To provide a varied and stimulating environment for the service users and to take the lead for preparing for significant periods of time i.e. Liberation day and Christmas.
- To ensure that TRAK records are up to date with regard to service user participation and state of physical and psychological wellbeing.

- To devise a daily activity programme and evaluate the effectiveness of activities organised in conjunction with team members.
- To develop a rapport with service users and encourage their interest and participation, also offer support and advice to relatives/carers, as deemed appropriate.
- To observe and report any deterioration or abnormalities observed in service users mental, physical health, or behaviour to the registered nurse in charge.
- To support and promote service users' rights and autonomy facilitating individual choice, respecting service users' beliefs, ensuring dignity and maximum independence.
- To develop appropriate communication skills to establish good working relationships and clear communications with colleagues, other departments, external organisations, and the public.
- To attend mandatory updates, plus in-service study sessions, courses, and conferences as appropriate.
- To participate in regular clinical supervision sessions and yearly PIP with Tautenay ward manager/deputy.
- To attend meetings as agreed with Tautenay ward manager/deputy.
- To provide witness testimonies to NVQ candidates/other learners who spend time working with the Ward Team.
- When necessary assist the team in meeting the activities of daily living of the service users within an identified area.

### **ADMINISTRATIVE DUTIES**

- Report any complaints, accidents, or miscellaneous mishaps so that they may be investigated.
- To be conversant with Health & Social Care Department policies, Directorate, and local policies.
- Ensure that service users' monies and valuables are received and dealt with in accordance with the agreed Policies and Procedures.

### **COMMUNICATION**

- Demonstrate the ability to develop relationships with service users that value them as individuals.
- Demonstrate effective communication skills with all members of the multidisciplinary team.

### **DEVELOP ONE'S OWN KNOWLEDGE AND PRACTICE**

- Using a reflective process evaluate one's own values, priorities, interests, and effectiveness in the workplace.
- Demonstrate the ability to develop new knowledge and apply this to practice to promote development of knowledge and skills.
- Through the avenue of appraisal and performance interview agree targets that enhance professional development to meet personal and organisation objectives.

### **CONTRIBUTE TO THE DEVELOPMENT AND EFFECTIVENESS OF WORK TEAMS**

- Demonstrate an understanding of and adhere to the principles contained within the Activities Philosophy.
- Show an awareness of and work towards meeting the agreed aims and objectives of the Activities Team.
- Contribute to effective team practice through communicating with other team members in a constructive way offering support and assistance and making suggestions for improvement of care delivery.
- Attend and participate in Ward based staff meetings.
- Undertake relevant study or in house training to develop own practice and that of others.

### **HEALTH AND SAFETY**

- Be familiar with the fire evacuation procedure and be able to implement this when necessary.
- To take all possible steps to safeguard the welfare and safety of service users, staff and not least, oneself, in accordance with the Health and Safety at Work (General Ordinance) Guernsey 1987.
- Report any damaged or defective equipment, which may cause injury.
- Report any accident/incident to a senior member of staff and complete the electronic incident report.
- Assess individual service user's handling and moving requirements prior to carrying out procedure. Report any changes or difficulties immediately to the nurse in charge.
- Attend annual updates in Moving and Handling, Basic Life Support and Fire Lectures.
- Undertake appropriate risk assessments e.g. when assisting service users to access and utilise the bathing service, when escorting service users between home and Tautenay ward vis transport provided.

## **KEY CRITERIA:**

### **ESSENTIAL**

1. Be willing to undertake further training as necessary regarding specific activity Interventions.
2. Be able to work as part of a team, whilst also demonstrating the ability to work under one's own initiative.
3. Be able to demonstrate excellent communication skills.
4. Have a good level of fitness and be able to undertake moderate physical exertion for short periods of time.

### **DESIRABLE**

5. Experience and knowledge of working with service users who primarily have a diagnosis of dementia.
6. NVQ (Level 3) in care.
7. Driving Licence
8. Confidence using technology, e.g IPAD and Computer