

JOB DESCRIPTION

JOB TITLE: Day Services Activities Leader

RESPONSIBLE TO: Day Services Co-ordinator

PURPOSE: To create a stimulating and varied programme of activities and events and encourage Day Services clients, including Friendship Clubs and MCST Clubs, to join in meaningful activities whilst maintaining their independence.

Judgement and decision-making

- To formulate and maintain a stimulating programme of activities for groups of clients and for individuals.
- To regularly assess the effectiveness of the activities and events programme.
- Take joint responsibility with the Day Services co-ordinator for monitoring and evaluating the service and making changes, without reference, to improve the service, providing those changes do not exceed budget.
- Maintaining and ordering supplies. This may involve ordering materials and supplies as needed, conducting inventory duties and having equipment cleaned to meet health, safety and environmental standards.
- To ensure that all activities are carried out in harmony with Age UK Milton Keynes' mission and value base, within the spirit of its equal opportunities policy and Dementia Maintenance Cognitive Stimulation Therapy principles (MCST).

Budget responsibility

- To ensure that the programme of activities is within the budget allocated and maintain an appropriate stock of equipment for activities.

Volunteer responsibility

- Provide leadership for up to 8 volunteers.
- Together with the Volunteer Co-ordinator and Day Services Co-ordinator recruit, appoint and support the volunteers.

Customer/client contact

- Assist in the delivery of the service to approximately 35 clients per day.
- Assist members when necessary to aid their mobility.
- Monitor the overall wellbeing of the clients, reporting changes or concerns when appropriate.
- Ensure clients are treated with dignity and respect and their views and those of their carers are listened to and valued.
- Any special needs of clients are recognised and suitable support provided.

External influence

- Familiarise and connect with other community groups who could contribute to activities/events.
- Promote and publicise the service to potential referrers.
- Keep the Communications Officer informed of any special events for publicity.

Skills and knowledge

- Experience of working with people with dementia.
- Experience of working within the principles of MCST is desirable.
- To be familiar and competent in using risk assessments, following Health and Safety guidelines including Infection Control.
- Provide inspirational resources and ideas for activities and events.
- Possess an understanding and empathy with older people.
- Have an interest in keeping older people active both physically and mentally.
- Have experience of working with older people.
- Have experience of working with volunteers.
- The ability to communicate effectively with a wide range of individuals.
- Demonstrate patience and empathy, with the ability to build and maintain good working relationships with clients, staff and volunteers.

Special Features

- Attend Age UK Milton Keynes mandatory training and other training sessions and meetings relevant to the role and wider Day Services, providing support to staff and volunteers to access on-line training where required.
- Flexible working hours.
- Undertake other tasks within Age UK Milton Keynes as may be required from time to time.
- Have access to personal transport and ability to travel within the borough of Milton Keynes.