

Job Description

Job Title: Wellbeing Coordinator

Hours: TBC

Reporting to: Wellness Lead

Base: Care Home based

Job Purpose

To be part of an inspirational and pioneering team establishing our care home business and delivering our vision to *“create a world where everyone feels special”*.

Responsible for: -	Person Specification
1. Assist in organising and delivering individual and group activities within the home’s person- centered care philosophy, focusing on the following elements: • Occupational wellbeing • Intellectual wellbeing • Spiritual wellbeing • Environmental wellbeing • Physical wellbeing • Social wellbeing • Emotional wellbeing 2. Assist in organising and participating in key events held throughout the year, for example, the summer fete, seasonal celebrations, parties, charity events and so on. 3. Consideration will be given to each resident’s personal choices and support or care needs when developing home-based activities arrangements, such as shopping, attending GP, using sports facilities. 4. Explore affordable events that promote income generation whilst ensuring all residents have equal access to events and are not exposed to any form of potential or actual abuse, for example, physical, emotional, or financial. 5. Provide ongoing support for the residents, their families and the Care Team.	Skills and Knowledge • Level 2 (QCF) Supporting Activities Provision in Social Care – beneficial but not essential. • Working knowledge of Health and Safety Legislation • Able to provide basic audit and activity reports. • Full, clean driving licence. Behaviour • Team player, self-motivated, proactive, flexible, and adaptable • Able to organise and prioritise workload, and work under pressure. • Able to communicate effectively verbally and in writing.

6. Ensure all equipment is stored in line with the manufacturer's instructions and is cleaned and stored appropriately after use. Faults will be reported accordingly, with equipment taken out of action to promote resident safety.
7. Support resident and relative home meetings and participation forums, assisting the Lifestyle Coordinator in developing a resident newsletter at least every three months.
8. Creatively gain feedback from residents, their families, and the staff team to ensure that the activities offered are relevant and meet the residents' needs and choices. Provide the General Manager with required activities reports.
9. Comply with the HR policies and procedures providing a role model for departmental staff.
10. Work flexibly within contracted hours (days, weekends, and bank holidays) to ensure residents receive a comprehensive needs-led service at all times.

Health and Safety

1. The post-holder will maintain their personal responsibilities under Health and Safety at Work Regulations, and compliance with the company Health and Safety Policy, ensuring safe working practices and the recommended storage of equipment, including but not exclusive to:
Control of Substances Hazardous to Health, Electricity at Work Lift & Lifting Equipment
Manual/Object Handling
Gas Installation & Use
Provision and Use of Work Equipment
Fire Precautions
Personal Protective Equipment
Legionella/Water Treatment
Waste Management
Reporting of Injuries, Diseases & Dangerous Occurrences Regulations.
2. Appraise and assess measures used to prevent infection control hazards, considering the individual nursing, social, physical, and psychological needs of the resident.

3. Follow and report all concerns and incidents in line with the company incident reporting and whistleblowing procedure, including safeguarding adult's procedures.	
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This job description is not prescriptive; it merely outlines the primary aims and tasks and responsibilities which may evolve and change over time. Any changes will be made in consultation with the job holder and in agreement with the Senior Management Team.	
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