

Job Title: Social Activities Organiser

Department:	Primary, Preventative, Therapies and Community Dental Care Group	
Section:	Occupational Therapy	
Reports to:	Senior Occupational Therapist	
JE Ref:	HCS1260	
Grade:	CS05	JE Date: 14/11/2023

Job purpose

To provide a range of appropriate social and leisure activities for inpatients with a range of physical and mental health conditions. The programme is primarily based in the inpatient area/ward, although the postholder may be involved in some day trips and visits.

Job specific outcomes

Assist in the screening and selection of patients to identify how they may participate in social activities.

Promote appropriate activities (individual and group based) to meet the needs of the patients to develop and increase independent functioning and to help integrate patients into personal, social, domestic, vocational and community environments.

Involve patients in activities of daily living that aim to promote their independence, and physical and mental wellbeing.

Participate in team meetings as required by the line manager, to report on patient's progress, including the provision of written reports and documentation in ward records to communicate work undertaken to other team members.

Maintain statistical records of patient attendance, stock, social activity programmes and other relevant information.

Communicate the activity timetable by displaying posters to create and enhance the weekly social events.

Assist in ensuring the maintenance of any equipment, materials, and other resources to ensure the service is adequately stocked and in accordance with Health and Safety policies.

Responsibility solely for patient welfare and safety whilst participating in an activity. Often lone working.

Liaising / communicating with partner agencies to ensure a range of activities (i.e., chaplaincy, library, arts in health care, Jersey Heritage etc.) is provided

Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

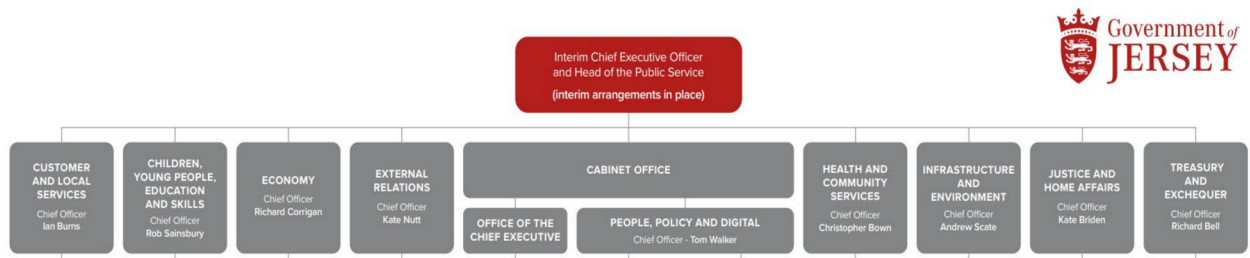
<Delete the following statement if not applicable>

This role is politically restricted. The jobholder is not permitted to undertake political activity involving standing for election to the States or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

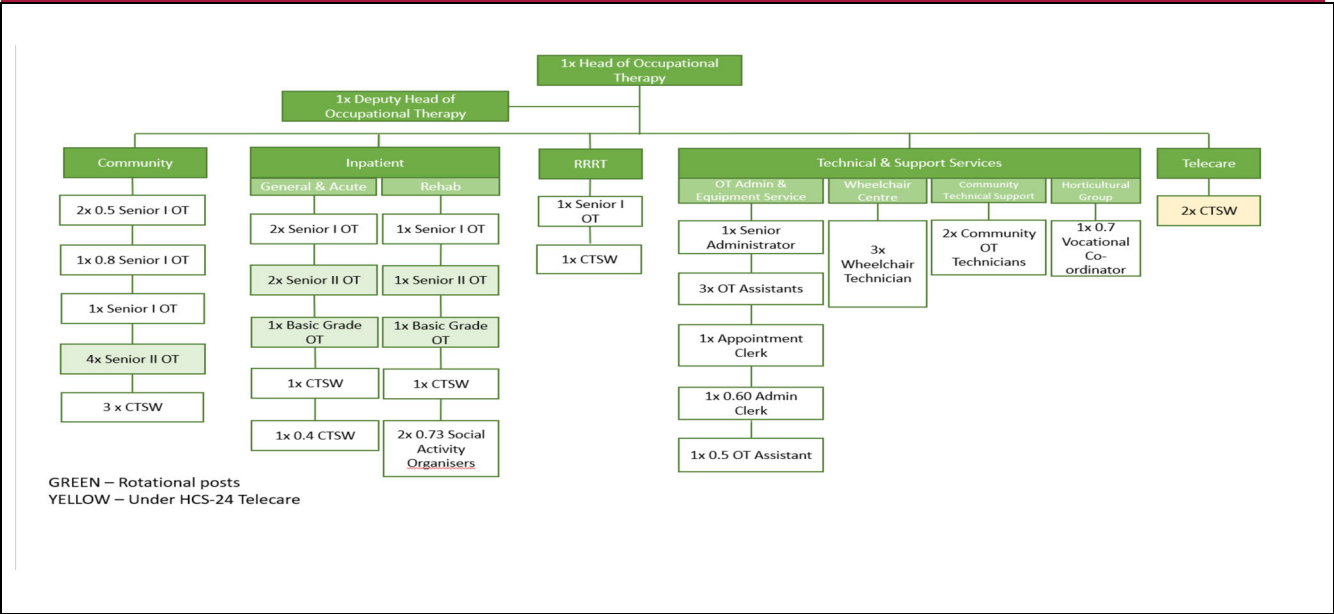
Services (TIER 1,2 and 3 jobs only-DELETE if not applicable)

- List the primary service areas that are accountable to the role
- XX
- XX

Organisational structure



Organisation chart



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p>Qualifications <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p>	Educated to GCSE or equivalent and must be able to work on their own initiative	NVQ3
<p>Knowledge <i>This relates to the level and breadth of practical knowledge required to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i></p>	<p>Practical knowledge of Occupational Therapy and service delivery</p> <p>It is essential to be conversant with medical terminology.</p> <p>Awareness of the roles of other services (Health and Social care and interface with the Occupational Therapy service</p>	<p>Previous experience in a clinical setting</p> <p>Ability to work flexibly</p>
<p>Technical / Work-based Skills <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	<p>Ability to demonstrate a range of information technology skills.</p> <p>Car driver/owner</p>	
<p>General Skills/Attributes <i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<p>Excellent communication and organisational skills are required as the post holder often has to deal with upset/distressed patients who need to be dealt with in a sympathetic but firm manner. The postholder must be self-motivated and be able to work independently as well as part of a team</p>	
<p>Experience <i>This is the proven record of experience and achievement in a</i></p>	<p>Previous experience of working in a health or social care setting e.g.,</p>	

<p><i>field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i></p>	<p>health care assistant, therapy assistant</p>	
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Personal Attributes

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 6 core accountabilities attributes and behaviour indicators.