

Job Description & Person Specification

Job Title	Wellbeing Coordinator
Division/Location	NorseCare
Reporting to	Registered Manager
Weekly Hours	Variable
Grade/Salary	£10.19 per hour

Job Description
The Role: <p>To work as part of a team to promote and maintain a high standard of care and ensuring the emotional, physical and social wellbeing of the residents by planning and implementing meaningful social activities appropriate to the resident's/tenant's needs, wishes and preferences including supporting daily living opportunities.</p>
Main Responsibilities: <ul style="list-style-type: none"> • Be mindful of the rights of residents/tenants, including the need to encourage them to maintain and achieve maximum independence (by assisting residents to meet their own goals and aspirations, wherever possible). • Organise, co-ordinate and facilitate meaningful and stimulating activities for daily living, including organising an activities programme that will maintain interest and progression over a period of time. • Identify the needs, wishes and preferences of the collective group and individuals and tailor the activities programmes accordingly. • Support other team members in undertaking social activities with residents including group and one to one sessions. • Provide comfort and company, on a one-to-one basis with residents who are unable or chose not to undertake any form of activity. • Encourage involvement from the local community to attend and participate in activities. • Assist in ensuring that the highest possible level of care is maintained and support/assist residents when required with personal care including washing, toileting, dressing, undressing and all other aspects of daily living. • Observe and monitor changes in the resident's/tenant's health, mood and behaviour and report such changes to the Team Leader on duty. • Respect the residents/tenant's rights to privacy, dignity and confidentiality. • Respond promptly to calls from residents. • Support residents who need assistance during mealtimes (be aware of swallowing difficulties, dietary requirements etc.).

Approval/Review Date			
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Approved by HR Director:		Date :	

- Understand the importance of good communication (including completion of relevant forms and records), observation and cohesive teamwork.
- Attend meetings and participate in 'in house' training and to carry learned skills into practice.
- Ensure, as far as is reasonably practicable, observance and adherence to the Health and Safety at Work Act 1974.

Other Duties

The duties listed are not exhaustive and may be varied therefore the post holder will be expected to undertake other duties as appropriate to the role and as requested by his/her line manager, including:

- Carrying out duties appropriate to the grade of the post, including occasional travel to other offices as required.
- Promoting continuous improvement and delivering demonstrable high-quality products and services which embrace quality standards.
- Demonstrating personal commitment to the Norse Way CSR Strategy.

Person Specification			
Category	Requirement	Essential or Desirable	Assessment Method Application Form (AF) Interview (I) Test(T)
Qualifications/ Knowledge/ Training	Knowledge of safeguarding procedures.	Desirable	AF/I
	Knowledge and understanding of information recording.	Desirable	AF/I
	Knowledge of appropriate health and safety work practices.	Desirable	AF/I
	NVQ/Diploma level Health and social care equivalent.	Desirable	AF/I
Experience	Previous experience of working with vulnerable people.	Desirable	AF/I
	Previous experience of working as a Care Support Worker or in a care home setting.	Desirable	AF/I
	Previous experience of working in the community.	Desirable	AF/I
Skills/Abilities	Able to communicate clearly and effectively with other staff, professionals and families.	Essential	AF/I
	Able to demonstrate respect and dignity.	Essential	AF/I
	Able to work as part of a team.	Essential	AF/I
	Good time management.	Essential	AF/I
	Able to prioritise workload.	Essential	AF/I

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	Good recording, written and oral communication skills.	Essential	AF/I
	Ability to work and use own initiative.	Essential	AF/I
	Friendly and approachable manner. Able to work calmly under pressure.	Essential Essential	I AF/I
Other Requirements	Prepared to undertake weekend work.	Essential	AF/I
	Prepared to undertake further appropriate training in relation to the role.	Essential	AF/I
	Ability to drive where applicable and willing to use own car for business purposes (Mileage rates apply and appropriate insurance sort).	Desirable	AF

General

Job descriptions are accurate at the time of compilation but are open to change and therefore will be subject to regular review.

It is the individual's responsibility to take reasonable care for the Health, Safety and Welfare of themselves and others in accordance with the Health & Safety at Work Act (1974) and associated Company policy and procedures.

The individual is required at all times to comply with the provisions of the Data Protection Act 2018 (DPA) and the General Data Protection Regulation (GDPR) and with any policy introduced by the Company to comply with the Acts.

We are committed to employment practices and behaviours which encourage diversity, promote equality of treatment and eliminate unlawful and or unfair discrimination.

Our Values

You will be expected to promote and adhere to the workplace values of our organisation:



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