



## Activities Provider Job Description

**Job title:** Activities Provider  
**Reports to:** Home Manager  
**Department:** Activities  
**Care Home:**  
**Issue date:** Draft

### Job purpose

We expect employees to give their personal best and strive for continuous improvement to ensure the highest standards of care and service are delivered to all individuals.

The main requirements of the **Activity Provider** are:

- To oversee the wellbeing of residents through the provision of person-centred activity and engagement
- To promote and provide person centred activity and engagement for all residents
- To support all colleagues to contribute to opportunities for activity and engagement
- To liaise with family members regarding how residents spend their time
- To liaise with the local community to enable connections and collaborations
- To assist the Home Manager with supporting how the home is perceived

### Principal accountabilities and activities

- To identify and respond to the needs of all individuals through assessment, subsequent individual activity planning and ongoing review.
- To work closely with the team to identify opportunities, promote well-being, activity and engagement. These may include assisting individuals to achieve personal goals regarding activities of daily living such as washing or dressing or planning how they spend their free time e.g., reading, singing, shopping, going to the cinema.
- To organise and lead appropriate activities for individuals and ensuring that these are well promoted within the home and that a programme is well displayed.
- To inspire the care team to plan, provide and evaluate person centred activity and engagement.
- To provide individual opportunities for conversation and connection.
- To oversee social activities, entertainment/activity suppliers and outings.
- To establish relationships with local community groups and encourage their involvement and input into the home. This may include schools, religious and voluntary groups.
- To encourage and coordinate the provision of services from other organisations in the home, for instance PAT-Dog, Red Cross etc.
- To support and supervise volunteers who work in the home.
- To encourage and support the involvement of individuals families in activity provision. To attend meetings of residents/relatives when required.
- To communicate verbally and in writing, when required, with all staff regarding the implementation of the activity programme and about individuals progress, needs and personal choices.
- To assist with the development of individuals care and activity plans by providing information where required.
- To attend staff meetings and training sessions/courses including meeting all mandatory training requirements
- To control and maintain the stock of equipment, materials and resources within the budget delegated by the Home Manager.

- To promote a positive image of the home by maintaining a professional approach and appearance at all times and by highlighting community awareness of the home and its services.
- To keep up to date with best practice approaches, current guidance on activity provision as suggested by NAPA and The Care Quality Commission.
- To undertake training and or qualifications in activity provision as suggested by NAPA, Skills for Care and The Care Quality Commission.
- To assist in the maintenance of a safe and healthy working environment by ensuring adherence to Care Services Health & Safety and Welfare policies and procedures.
- To 'whistleblow' if any bad practice or harm to a resident within the care home is witnessed (refer to Whistleblowing policy).

### **Environment**

All staff should bear in mind the overall objectives of the care home, namely that residents will be encouraged to maintain independence and choice in a homely environment which promotes excellent customer relationships.

This job description is intended to give the Activity Provider an appreciation of the role and to envisage the range of duties. It is not exhaustive and may be reviewed from time to time.

**To discuss the recruitment and selection process for an  
Activity Provider contact the NAPA Helpline.**

