

## Job Description – Events Assistant

Reports To Events Manager

Job Purpose – To facilitate and support Residents' independence and well-being. To plan and implement purposeful activities appropriate to Residents' needs requests, facilitate Marketing Events.

### Key Responsibilities

- Facilitate Residents to socialise and provide a variety of activities that cater for all tastes.
- Attend and assist events manager to facilitate open day events that promote the home and has emphases on our tag line (Luxury Living Exceptional Care) held within and outside the home.
- Plan and initiate monthly rolling / individual programs, and encourage the residents to maintain pre-existing hobbies.
- Assist to build and maintain links in the community.
- Encourage Staff members, relatives and friends to participate in Care Home activities.
- Organise and accompany Residents, where possible, to off site activities, which may occasionally take place out of normal working hours.
- Help to create an atmosphere that suits individual Residents within the Home.
- Promote the home in whatever you do.
- Maintain full and accurate records of daily activities using appropriate documentation, and assist the named carer to review and update the Residents Care files.
- Report any changes in Residents physical or emotional condition to the Events Manager.
- Provide comfort and company, on a one to one basis, for residents who are unable to undertake any form of activity.
- Participate in staff and Residents meetings, as and when required.
- Maintain professional knowledge and competence.
- Report immediately to the general Manager/senior person on duty any illness of an infectious nature or accident incurred by a Resident, colleague, self or another.
- Understand and ensure the implementation of the Care Homes Health and Safety policy, and Emergency and Fire procedures.
- Report to the General Manager/senior person in charge, or Maintenance, any faulty appliances, damaged furniture, equipment or any potential hazard.
- Promote a safe working practice in the Care Home.
- Carry out any other reasonable tasks assigned by the Events Manager.
- Facilitate and support a Residents' committee, where appropriate.
- All concerns regarding possible abuse to a vulnerable adult must be reported immediately, to the person in charge, who will report to the board of directors.

### Job Context

- To liaise with the Events Manager and to ensure that a wide variety of social Events are organised, meeting the needs and requirements of all Residents.

#### • Key Measures

- Attend training and update own practice as required.

#### • Person Specification

- Good communication and organisational skills.
- Team player.
- Ability to work on own initiative.
- Warm, lively, happy and friendly disposition.
- Someone who knows how to have fun
- Reliable and punctual.

Agreed by ..... (Job holder & Date)

Agreed by ..... (Supervisor/Line Manager & Date)