

Social Wellbeing Coordinator

Further particulars

Fairfield Residential Home is an independent charitable trust providing care and assistance to elderly residents in a unique and supportive environment. Founded in 1947, it has a long-standing reputation for delivering excellent standards of care. Initially established in a large Victorian house at 115 Banbury Road, Oxford, it is now housed in a purpose-built state of the art facility, completed in the summer of 2018. This provides 38 ensuite bedrooms, some of which are suitable for couples, and high-quality communal facilities including a large lounge, a dining room, a fully equipped activities suite with IT, wellness and beauty rooms as well as a separate 2-bedroom suite and a large, landscaped garden. It currently employs around 45 staff.

Fairfield is a registered charity governed by a Board of Trustees and its Charity Commission registration number is 1114653. It is regulated by the Care Quality Commission (CQC) and was rated Good in its last CQC inspection report dated March 2018.

Fairfield is noted for the love and affection its staff have for its residents and for its committed team of carers and support staff who contribute to the distinctive atmosphere. All employees are expected to enhance and promote this ethos.

Are you passionate about enhancing the lives of seniors and fostering a sense of community? Do you thrive on creating engaging and meaningful social experiences? If so, we invite you to embark on a rewarding journey as a Social Wellbeing Coordinator at Fairfield Residential Home. As a vital member of our dedicated team, you will play a pivotal role in promoting the social, emotional, and mental wellbeing of our residents. Your creativity and compassion will shine as you design and implement a diverse range of activities, outings, and programs that cater to the unique interests and preferences of our residents. From lively group discussions and arts and crafts sessions to themed parties and educational workshops, you will have the opportunity to curate experiences that foster friendships, laughter and a sense of belonging. Your ability to forge genuine connections and build rapport will not only enrich the lives of our residents, but also contribute to a warm and inclusive atmosphere that truly feels like home. If you are an enthusiastic, organized, and compassionate individual who is eager to make a difference, we invite you to apply for the position of Social Wellbeing Coordinator and help us create a vibrant and thriving community where every resident's social wellbeing is nurtured and celebrated.

Employee benefits include free meals while on shift, free parking while on shift, subject to availability, a clothing allowance of £150 per year, free training with in-house support and access to an employee assistance programme which offers a range of services including therapy, financial and legal advice as well as access to a Health Assured smartphone app. There is also a joining bonus of £250 payable on successful completion of your probationary period.

All candidates must have the right to live and work in the UK.

Application Process

To apply, please email your completed [application form](#), CV and a short covering letter to recruitment@fairfieldhome.co.uk. The closing date for applications is Monday 4 September with interviews expected to take place during the week commencing 18 September 2023.

Agencies: Please note, Fairfield does not accept unsolicited CV's from any agencies. We only accept CV's from agencies that have been appointed and briefed on the position currently advertised.

JOB DESCRIPTION

JOB TITLE	Social Wellbeing Coordinator
REPORTING TO	Head of Social Wellbeing
HOURS	Weekend shifts, minimum 7.5 per week. Additional hours may be available.
SALARY	£23,254 per annum full time based on a 37.5 hour week. Pro rata for 7.5 hours per week £4,651, increasing to £24,417 full time and £4,883 for 7.5 hours per week with NAPA level 2 qualification.
JOB PURPOSE	To support delivery of the Fairfield Social Wellbeing programme

Introduction

This Job Description is intended to provide a clear framework for the job holder to guide them in the requirements of the job. It indicates only the main responsibilities and competencies of the post and is not intended to be an exhaustive list. It is the job holder's duty to ensure that they are familiar with all procedures and policies relevant to the job.

Overview of Main Responsibilities (What the job involves)

Key Responsibilities	<ul style="list-style-type: none"> ➤ To maintain the 'Vision and Values' of the service in every action taken. ➤ To assist the Head of Social Wellbeing in providing an interface between Fairfield and the local community and prospective residents. ➤ To support delivery of the programme and provide support to residents in group activities and in one to one situations. ➤ To carry out administrative tasks associated with your role. ➤ To hold and maintain an area of responsibility allocated by the Head of Social Wellbeing.
Relationship with the local community	<ul style="list-style-type: none"> ➤ Support the delivery of the Fairfield Social Club. ➤ Assist with Fairfield's Carers' Days.

<p>Programme Delivery</p>	<ul style="list-style-type: none"> ➤ Encourage and support residents to engage with the group activities. ➤ Enable and support residents to enjoy minibuss trips out of the home. ➤ Carry out one-to-ones with residents who remain in their rooms or who may need additional wellbeing support. ➤ Use the PCS system to understand the wellbeing needs of each resident and evidence interaction with each resident. ➤ Communicate with families where appropriate to organise activities such as Video calling with residents. ➤ Encourage each resident to have regular input into the programme. ➤ Assist and support the Head of Social Wellbeing in planning the monthly activities schedule by communicating with providers and putting ideas forward. ➤ Assist and support the Head of Social Wellbeing to hold parties and events at Fairfield. ➤ Liaise with Keyworkers, Team Leaders and Senior Carers to ensure that accurate Social Wellbeing care plans are in place as well as feeding into the general care plans for residents. ➤ Keep Head of Social Wellbeing and Deputy Manager informed of any concerns or difficulties in carrying out the key objectives.
<p>Administration</p>	<ul style="list-style-type: none"> ➤ Keep an accurate record of residents' attendance and engagement with the activities as well as evidencing any changes in behaviour. ➤ Maintaining an audit trail for purchases made using your Fairfield credit card and comply with all agreed procedures and rules for its use. ➤ Carry out any administrative activities related to your allocated area of responsibility in a timely manner and in line with agreed procedures.
<p>Other</p>	<ul style="list-style-type: none"> ➤ To work under the general direction of the Head of Social Wellbeing to understand and fulfil key responsibilities. ➤ All staff are required to respect the confidentiality of all matters that they might learn in the course of their employment. All staff are expected to respect and have a working knowledge of GDPR. ➤ All staff must ensure that they are aware of their responsibilities under the Health and Safety at Work Act 1974. ➤ To keep up to date with Fairfield's policies procedures and protocols and apply them at all times. ➤ To be prepared to undertake training as required to maintain and update all skills and knowledge to meet the needs of the service.

	<ul style="list-style-type: none"> ➤ To assist and support the Head of Social Wellbeing in carrying out action plans resulting from internal audits where relevant. ➤ To remain receptive to the changing needs of the service and to undertake any duties not covered in this document but falling within the general scope of this role.
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Relevant Competencies (How the job needs to be done)

Competency	Detail	Essential/ Desirable
Performance Focus	➤ An ongoing desire to learn and to achieve outstanding standards of care.	E
	➤ Excellent time management and ability to prioritise your workload.	E
	➤ Flexibility in dealing with the needs of residents.	E
	➤ A safe and practical approach to work.	E
	➤ Good timekeeping.	E
	➤ Accuracy and thoroughness when dealing with financial matters.	E
Effective Relationships	➤ Ability to establish and maintain good working relationships with staff and residents.	E
	➤ A caring and positive approach to residents and to colleagues, helping to foster a warm and comfortable environment in the home.	E
	➤ A willingness and an ability to work cooperatively with colleagues to produce the best outcomes for the home.	E
Communication	➤ Ability to deal appropriately and empathetically with sensitive and confidential matters.	E
Professional Skills, Knowledge and Experience	➤ To hold or work towards completion of the OCN Level 2 qualification for Activities.	D
	➤ Clean UK driving licence and willingness to drive minibuses.	D
	➤ Working knowledge of MS Office programmes and comfortable with new technology.	D