

## Social Wellbeing Coordinator

### Further particulars

Fairfield Residential Home is an independent charity 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 bright and airy purpose-built facility, completed in 2018. This provides 38 ensuite bedrooms, some of which are suitable for couples, with good quality communal facilities including a large lounge, a dining room, a fully equipped activities suite, a social hub with IT facilities and a wellness and beauty room. In addition, there is a separate 2-bedroom cottage currently providing assisted living for one resident. The home is set in an attractively landscaped garden with an orchard.

Fairfield is a company limited by guarantee (company number 5639165) and a registered charity (charity number 1114653). It is governed by a Board of Trustees and is regulated by the Care Quality Commission (CQC). It was rated Good by the last CQC inspection report dated March 2018. It currently employs around 40 staff.

### At Fairfield our vision is of an exceptionally happy home where residents enjoy a fulfilling later life.

To achieve this, our mission is to provide outstanding individually tailored support in a home filled with kindness and compassion.

Fairfield is particularly noted for the love and affection its staff have for its residents and maintaining and enhancing this ethos is a key consideration when recruiting new team members. We also understand the value of our staff in making Fairfield the special home that it is and aim to enable everyone in the team to benefit from developing their skills and progressing in their careers to realise their individual ambitions.

Employee benefits for Fairfield staff include:

- competitive rates of pay;
- Standard Life auto-enrolment pension scheme;
- free meals while on shift;
- free parking while on shift subject to availability;
- free training with in-house support and mentoring;
- free uniforms (or £150 annual clothing allowance for Social Wellbeing and Maintenance);
- free access to an employee assistance programme with a range of services including shopping discounts, financial and legal advice, counselling and a health and wellbeing smartphone app;
- a joining bonus of £250 payable on successful completion of your probationary period.

We are currently recruiting Social Wellbeing Coordinators:

The Social Wellbeing Team is responsible for running the main activities programme in the home and using a person-centred approach to support the social wellbeing of individual residents through one-to-one sessions. The department aims to enhance the quality of life of our residents by integrating physical, mental and spiritual wellbeing into the service we provide.

### Application Process

To apply, please email your completed [application form](#) and [equality and diversity monitoring form](#) to [recruitment@fairfieldhome.co.uk](mailto:recruitment@fairfieldhome.co.uk)

The closing date for applications is Monday 30<sup>th</sup> September 2024, but early application is advised as we reserve the right to close applications and appoint before this date for the right candidate.

All candidates must have the right to live and work in the UK and will be required to provide evidence of this in line with government guidance <https://www.gov.uk/prove-right-to-work>.

*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	To be agreed, weekday and weekend working.
SALARY	£24,649 per annum full time based on a 37.5 hour week, increasing to £25,882 per annum with NAPA level 2 qualification. Pro rata salary based on contracted hours.
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)

<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>➤ To maintain the ‘Vision and Values’ of the service in every action taken.</li> <li>➤ To assist the Head of Social Wellbeing in providing an interface between Fairfield and the local community and prospective residents.</li> <li>➤ To support delivery of the programme and provide support to residents in group activities and in one to one situations.</li> <li>➤ To carry out administrative tasks associated with your role.</li> <li>➤ To hold and maintain an area of responsibility allocated by the Head of Social Wellbeing.</li> </ul>
<b>Relationship with the local community</b>	<ul style="list-style-type: none"> <li>➤ Support the delivery of the Fairfield Social Club.</li> <li>➤ Assist with Fairfield’s Carers Days.</li> </ul>
<b>Programme Delivery</b>	<ul style="list-style-type: none"> <li>➤ Encourage and support residents to engage with the group activities.</li> <li>➤ Enable and support residents to enjoy minibuses trips out of the home, including driving the minibus.</li> <li>➤ Carry out one-to-ones with residents who remain in their rooms or who may need additional wellbeing support.</li> <li>➤ Use the PCS system to understand the wellbeing needs of each resident and evidence interaction with each resident.</li> <li>➤ Communicate with families where appropriate to organise activities such as video calling with residents.</li> <li>➤ Encourage each resident to have regular input into the programme.</li> <li>➤ Assist and support the Head of Social Wellbeing in planning the monthly activities schedule by communicating with providers and putting ideas forward.</li> <li>➤ Assist and support the Head of Social Wellbeing to hold parties and events at Fairfield.</li> <li>➤ Deliver post and newspapers to residents’ rooms.</li> <li>➤ 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.</li> <li>➤ Keep Head of Social Wellbeing and Deputy Manager informed of any concerns or difficulties in carrying out the key objectives.</li> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>➤ Keep an accurate record of residents’ attendance and engagement with the activities as well as evidencing any changes in behaviour.</li> </ul>

	<ul style="list-style-type: none"> <li>➤ Maintaining an audit trail for purchases made using your Fairfield credit card and comply with all agreed procedures and rules for its use.</li> <li>➤ Carry out any administrative activities related to your allocated area of responsibility in a timely manner and in line with agreed procedures.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>➤ To work under the general direction of the Head of Social Wellbeing to understand and fulfil key responsibilities.</li> <li>➤ 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.</li> <li>➤ All staff must ensure that they are aware of their responsibilities under the Health and Safety at Work Act 1974.</li> <li>➤ To keep up to date with Fairfield’s policies procedures and protocols and apply them at all times.</li> <li>➤ To be prepared to undertake training as required to maintain and update all skills and knowledge to meet the needs of the service.</li> <li>➤ To assist and support the Head of Social Wellbeing in carrying out action plans resulting from internal audits where relevant.</li> <li>➤ 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.</li> </ul>

The Social Wellbeing Coordinator will undertake such other duties as the Head of Social Wellbeing will from time to time determine, in line with the general scope of the role.

### Relevant Competencies (How the job needs to be done)

Competency	Detail	Essential/ Desirable
<b>Performance Focus</b>	➤ 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

	<ul style="list-style-type: none"> <li>➤ Accuracy and thoroughness when dealing with financial matters.</li> </ul>	E
<b>Effective Relationships</b>	<ul style="list-style-type: none"> <li>➤ Ability to establish and maintain good working relationships with staff and residents.</li> </ul>	E
	<ul style="list-style-type: none"> <li>➤ A caring and positive approach to residents and to colleagues, helping to foster a warm and comfortable environment in the home.</li> </ul>	E
	<ul style="list-style-type: none"> <li>➤ A willingness and an ability to work cooperatively with colleagues to produce the best outcomes for the home.</li> </ul>	E
<b>Communication</b>	<ul style="list-style-type: none"> <li>➤ Ability to deal appropriately and empathetically with sensitive and confidential matters.</li> </ul>	E
<b>Professional Skills, Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>➤ To hold or work towards completion of the OCN Level 2 qualification for Activities.</li> </ul>	D
	<ul style="list-style-type: none"> <li>➤ Clean UK driving licence and willingness to drive minibus.</li> </ul>	E
	<ul style="list-style-type: none"> <li>➤ Working knowledge of MS Office programmes and comfortable with new technology.</li> </ul>	E