



JOB DESCRIPTION – WELLBEING LEAD

REPORTING:

Reports to Home Manager. Responsible to Wellbeing & Dementia Services Manager

KEY OBJECTIVES:

- ❖ All residents enjoy meaningful activity, occupation and stimulation, tailored to their needs, abilities and preferences.
- ❖ Achieve a *whole team approach* to engagement, so that all staff are enabled and motivated to provide uplifting opportunities for residents throughout the day.
- ❖ Residents benefit from beneficial links with people and groups outside the home, such that the home attracts goodwill and active interest from the community.
- ❖ Residents' dignity and self-esteem is enhanced through meaningful engagement, positive relationships and free expression of individuality.

RESPONSIBILITIES:

- To identify the needs of all residents individually through personal **assessments**, life story, and activity review. Link with families wherever possible.
- To plan, organise and facilitate group **activities**, and individual sessions, so that every resident enjoys regular meaningful activity, to include some evenings, and weekends.
- To conduct, implement and review **risk assessments** relating to activity and occupation for residents.
- To lead on the development of a culture where all residents enjoy frequent **engagement** and connection with others during their day; briefing key expectations to colleagues, coaching and guiding staff when necessary.
- To lead on the experience of **mealtime** as 'highlight of the day', guiding and coaching others, and conducting monthly assessments of mealtime in the home.
- To promote **dignity** for all residents, leading by example, and raising understanding through the Dignity Campaign.
- To actively encourage **volunteering** in the home, supporting them and coordinating their valuable input.
- To maintain, and expand upon, a range of activity **equipment** and facilities suitable for all residents to enjoy at all levels of ability.

To maintain accurate and person-centred **records** in relation to residents' activity and wellbeing.

- To maintain an ongoing **portfolio** of images and information celebrating the events which have taken place in the home, available for relatives, residents, visitors and visiting professionals.

- To provide a portable in-house **shopping facility** so that all residents can enjoy choosing from a wide range of commonly desired items e.g. sweets, toiletries, drinks
- To plan and facilitate **social events within the home**, utilising outside entertainment and organisers.
- To plan and facilitate **events outside the home**, so that residents can enjoy outings to their neighbourhood, local attractions, and outside venues.
- To involve staff, residents and relatives in the creation and **review** of the activity programme.
- To attend and participate in **relatives meetings** as and when appropriate.
- To co-ordinate the inclusion of **external services** from other organisations, for example the Red Cross, Pat-Dog, EXTEND.
- To establish and maintain **external links**, and encourage involvement of the local community within the care home e.g. schools, religious and voluntary groups.

RESPONSIBILITIES COMMON TO ALL ROLES

- To provide temporary cover to other homes, consistent with the responsibilities in this job description, where and when there is an identified need.
- To ensure that attendance to both mandatory and required training courses are met in order that skills, knowledge and competency levels are maintained to carry out the role effectively.
- To attend all staff meetings and staff supervision sessions as and when required.
- Ensure the required NVQ training is met in order to carryout the role efficiently and effectively.
- To comply with all job related policies, procedures, regulations, and rules ensuring the health, safety and welfare of the residents and colleagues.
- Support the equality, diversity and rights of Residents, Carers and Colleagues.
- It is the responsibility of every member of staff to ensure compliance with health and safety at work legislation.
- It is the personal responsibility of all staff to act in accordance with the Health and Social Care Act 2008 and Safe Guarding of Vulnerable Adults (Sova).
- To perform any other related duties that may arise from time to time to meet the ongoing needs of the company.

I....., accept and agree to be bound by the objectives and accountabilities of the job description as set out above.

Name	
Signature	
Date	

PERSON SPECIFICATION
Wellbeing Lead

		ESSENTIAL	DESIRABLE	ASSESSED BY
EDUCATION	<ul style="list-style-type: none"> • Level 2 NVQ • Dementia Care • Safe moving & Handling 		D D D	Docs Interview
EXPERIENCE	<ul style="list-style-type: none"> • Experience of working with older people with dementia/sensory loss 		D	Docs Interview
KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge of Health and Social Care Act 2008 • Aware of the importance of activity and occupation in the care of older people • Understanding of the company missions and values • Value of person-centred care • Awareness of safeguarding principles of supporting vulnerable adults • Health & Safety responsibilities • Confidentiality in social care setting 	E E E E E E E	D	Interview Interview Interview Interview Interview Interview Interview
SKILLS/COMPETENCIES	<ul style="list-style-type: none"> • Respond to differing needs and able to adjust to meet those needs • Organise outings and social activities • Excellent written and verbal communication skills • Active listening skills • Organisational skills • Planning ahead with clear aims • Motivating and coaching others • Innovate with initiatives and ideas to develop services and approaches. 	E E E E E E E E		Ref/Int/Docs to all
BEHAVIOURS	<ul style="list-style-type: none"> • Behave in a way that promotes fairness and enables equal access to all • Show a responsibility of care towards residents • Flexibility and teamworking 	E E E		Ref/Interview Ref/Interview Ref/Interview

In accordance with the Disability Discrimination Act 1995- reasonable adjustments will be made to the above requirements to accommodate a suitable candidate with a disability