

JOB TITLE: ZEST ACTIVITIES COORDINATOR
REPORTS TO: ZEST LEAD NURSE / TEAM LEADER
ACCOUNTABLE TO: DIRECTOR OF PATIENT SERVICES
BASED AT: ST ELIZABETH HOSPICE, IPSWICH



JOB SUMMARY

Based at St Elizabeth Hospice as part of a growing multi-professional team supporting teenagers and young adults living with progressive illness and complex health care needs you will be an instrumental member of the Zest team. Working with young adults aged 14 years upwards transitioning from children's services to adult's hospice services and/or needing a developmentally appropriate hospice care. To be responsible for the planning and provision of inclusive activities for the Zest young adult care service including Zest days, young adult social groups and short breaks. Flexible working patterns which include some evenings and weekends.

CLINICAL RESPONSIBILITIES

- To work with service users using a co-production approach at all times.
- To lead the planning and delivery of inclusive activities for all Zest services including Zest days (every Friday) and monthly evening X-change young adult group and the monthly Saturday Zest family drop-in based at St Elizabeth Hospice.
- To lead the planning and delivery of a programme of individual and group activities for the weekly Zest days.
- To work closely with partners delivering shared care with St Elizabeth Hospice.
- To utilise community engagement and charitable opportunities to provide activities and events for Zest, working closely with our income generation team.
- To support the delivery of a developmentally appropriate approach and positive engagement opportunities for young adults across the hospice service.
- To work with young adults 1:1 or in groups settings both in the hospice, virtually and the community as appropriate.
- To implement intervention plans and rehabilitation plans, following assessment and instruction from the MDT.
- To offer young adults accessing Zest services support completing a one-page profile and access to appropriate person-centered planning tools.
- To support the development and provision of sibling support services.
- To be actively involved in enabling young adults to engage in the co-production of Zest services.
- To attend meetings and case conferences as necessary.
- To help support young adult patients access vocational opportunities.
- To attend relevant community events on behalf of the hospice.
- To follow the standards for record keeping.
- To communicate effectively with patients, families and other members of the multi-professional team.
- To support the promotion of Zest services and interactions on the Zest Facebook page.

PERSONNEL RESPONSIBILITIES

- To recognise indications of staff stress and to facilitate staff support.

- To take on a mentor role to new staff as requested.
- To participate in professional placements and lay person visits as requested.
- To be the link person for volunteers working within young adult care, including leading the recruitment, training and support for Zest volunteers.

EDUCATIONAL RESPONSIBILITIES

- To take advantage of training and study opportunities.
- To participate in education programmes as requested.

PERSONAL DEVELOPMENT

- To identify with the Head of Development and Inclusion – Education + Standards, a personal development plan in line with Hospice objectives and personal need.

ORGANISATIONAL

- To attend team meetings bi-monthly.
- To ensure effective use of resources.
- To work at all times within the policies of the Hospice.
- To play an active part in the development and maintenance of good relationships with all who have business with the Hospice.
- To respect at all times the confidentiality of information covering patients, staff and volunteers.
- To promote the Hospice philosophy of care towards patients, relatives and visitors.

Because of the special nature of the Hospice and its work you may on occasion be asked to undertake other duties to help maintain our high standard of care.

THIS JOB DESCRIPTION IS NOT NECESSARILY EXHAUSTIVE AND MAY BE SUBJECT TO REVIEW BY THE HEAD OF INCLUSION AND DEVELOPMENT IN CONJUNCTION WITH THE POSTHOLDER.



**PERSON SPECIFICATION
ZEST ACTIVITIES COORDINATOR**

Requirement	Essential/Desirable	Measurements
<u>Qualifications & Training</u>		
NVQ level II in care or Care Certificate, or prepared to gain	Desirable	Application
Special educational needs or equivalent training	Desirable	Application
<u>Knowledge & Experience</u>		
Minimum two years proven experience working with young adults with complex health care needs or palliative care needs	Desirable	Application/Interview
Proven experience working with people with learning disability and behaviour that challenges	Essential	Application/Interview
Proven experience of working with people who use non-verbal communication	Desirable	Application/Interview
Experienced in planning and delivering inclusive activities for people with complex disability and communication needs	Essential	Application/Interview
Experience of Multi- Professional Team working	Desirable	Application/interview
Experience in assessing and supporting vocational opportunities for people with disability	Desirable	Application/interview
Experience in using a co-production approach	Desirable	Application/interview
Experience of managing and supporting volunteers	Desirable	Application/interview
<u>Specific Skills</u>		
Highly developed communication skills	Essential	Application/Interview
To be able to work alone or as part of the team	Essential	Application/Interview
To motivate and inspire others	Essential	Application/Interview

Clear, consistent written and verbal communication skills	Essential	Application/Interview
Problem solver	Essential	Application/Interview
Good IT skills	Desirable	Application/Interview
<u>Personal Qualities</u>		
Willing and able to develop own knowledge and skills and contribute to the development of others	Essential	Application/Interview
Efficient time management and organisational skills	Essential	Interview
Ability to withstand sensitive and potentially stressful situations	Essential	Interview
Positive attitude to change	Essential	Interview
Commitment and passion for inclusion	Essential	Interview
Fully vaccinated against covid	Desirable	Application