

POSITION DESCRIPTION	
Title:	Activities Coordinator
Division/Department:	Enliven
Company:	Presbyterian Support Southland
Reports to:	Manager
Direct Reports:	N/A
Significant Working Relationships:	<ul style="list-style-type: none"> • Occupational Therapist • Kaumātua and their family/whānau • All Home Kaimahi • Chaplain • Pou Tohutohu Ahurea Māori • Quality Manager • Other PSS kaimahi
CHARTER <p>Our vision is a community where all people can make the most of their strengths and feel included, valued, and safe.</p> <p>To bring this vision into reality, we assist and encourage people facing life's challenges. We provide a range of services in response to the changing needs of individuals and whānau/whanau in the wider community of Southland.</p>	
Our Values: <ul style="list-style-type: none"> ▪ Respect – Manaaki: Respect for our heritage. ▪ Compassion – Aroha: Compassion with empathy. ▪ Whānau – Whānau Whānui: Celebration of whānau. ▪ Community - Iwi whānau/Hāponi: Communities that make a difference. ▪ Accountability – Whakatau tika: Holding ourselves accountable. 	
Te Tiriti o Waitangi <p>Enliven Presbyterian Support Southland is committed to working in a multi-cultural way and affirms the place of Māori as Tangata Whenua and seeks to actively promote the spirit of equality and partnership inherent in the Te Tiriti o Waitangi</p>	
Mo te tunga - about the role: To provide an innovative kaumātua-centred activities service that enables each kaumātua to participate in meaningful activities that are appropriate for their level of ability.	

Understanding the role:

To provide leadership and oversight of the Activities Programme for the facility.
To enrich the lives of kaumātua by ensuring that activities meet their physical, social, intellectual and cultural needs

Nga pukenga | What you will need to be successful:**Qualifications**

- National Certificate in Care of the Older Person
- Certificate in Diversional Therapy
- First aid and CPR trained

Experience

- Two years full time equivalent EN experience in aged care essential

Other

- Current Driver Licence
- Computer literate
- A high level of physical fitness is required as the job involves standing, walking, climbing stairs, stretching and bending
- A high level of mental concentration is required

Core Competencies:**Teamwork**

- Develops constructive relationships with other team members
- Has a friendly manner and positive sense of humour
- Works cooperatively, willingly sharing knowledge and expertise with colleagues
- Shows flexibility. Is willing to change work arrangements or take on extra tasks in the short term to help the service or team meet its commitments
- Supports in word and action decisions that have been made by the team
- Is punctual and reliable
- Shows an understanding of how one's own role directly or indirectly supports the work of the wider team

Takes responsibility

- Is results focussed and committed to making a difference.
- Plans and organises work, allocating time to priority issues, meeting deadlines, and coping with the unexpected.
- Adjusts work style and approach to fit in with requirements.
- Perseveres with tasks and achieves objectives despite obstacles.
- Is reliable – does what one says one will do.
- Consistently performs tasks correctly, following set procedures and protocols.

Communication

- Practices active and attentive listening
- Explains information and gives instructions in clear and simple term.
- Willingly answers questions and concerns raised by others.
- Responds in an open, honest, positive, and professional manner to all situations.
- Responds in a non-defensive way when asked about errors or oversights, or when own position is challenged.
- Is confident and appropriately assertive in dealing with others.
- Is caring and empathetic when interacting with people.
- Deals effectively and follows process when dealing with conflict and stressful situations.

Quality and innovation

- Provides quality service to those who rely on one's work.
- Shows commitment to continuous learning and performance development.
- Open to new ways of working and comfortable with change
- Looks for ways for improve work processes – suggests new ideas and approaches.
- Explores and trials ideas and suggestions for improvement made by others.

Physical Requirements

This role may involve standing, walking, bending, sitting, climbing stairs, simple grasping, fine manipulation, operating machinery equipment, lifting, overhead reaching, carrying, pushing/pulling, twisting, climbing balancing, crouching, squatting and other reaching.

Nga Kawenga: Responsibilities, Key Tasks and Performance Measures:**Understands and communicates the purpose of the role:**

- Effectively describes the philosophy, purpose and benefits of an activities programme to their colleagues, kaumātua and their families/whanau.
- Describes how effective activities and leisure programmes can support a kaumātua to achieve their potential.

Develops effective activities programmes:

- Within 3 weeks of admissions, a comprehensive activities assessment is completed, followed by the implementation of an effective, individually tailored activities plan that respects the kaumātua's right to choice and decision making.
- Is responsible for the Quality-of-Life activity component of care plans. Formulates comprehensive, high quality care plans, comprised of activities that meets kaumātua requirements for social, cultural, intellectual, spiritual and physical needs.
- Where possible, finds ways to include whānau members/whanau into activities.
- Activity plans are kaumātua-centred and foster a sense of meaning and purpose.
- Is a valuable member of the multidisciplinary team, providing effective advice and solutions.
- Provides relevant reports as required (e.g. multidisciplinary reviews).
- Programmes incorporate a variety and large breadth of experiences. Regular, appropriate, varied and stimulating entertainment is sourced and arranged to support integrated activities and leisure programmes.
- Where appropriate, programmes incorporate both individual activities and interactive community-based outings.
- Obtains written consent before outings take place.
- Sources novel and creative ways to incorporate activities into individual kaumātua plans and groups.
- Can describe principles for supporting kaumātua with dementia and young people with disabilities, and designs programmes that effectively cater for these groups.
- Significant changes to kaumātua status or prescribed activities are documented in the kaumātua's progress notes and reported to the senior nurse.
- Actively promotes activities and ensures that kaumātua who would benefit from group activities participate in the activity to promote socialization.

Adapts programmes to need:

- Observes kaumātua and evaluates the effectiveness of individual therapy and activities. Determines whether the activities are meeting kaumātua needs and adapts the programme accordingly. Communicates the effectiveness of the plan with the MDT.
- Effectively observes and adapts activities programmes as health needs change to enhance kaumātua functioning.

<ul style="list-style-type: none"> • Formal document reviews are undertaken whenever either kaumātua needs, or that of the ability of the group, change. • Develops, implements, evaluates, and adapts care plans for a person experiencing grief and loss.
Achieves positive outcomes:
<ul style="list-style-type: none"> • Kaumātua' function and daily living is supported through the activities programme. • Activities are structured so that kaumātua can participate in a variety of ways. • Embeds strategies that maximise kaumātua' daily living. As a result, kaumātua report having a greater sense of meaning and purpose. • Everyone taking part gains maximum enjoyment. • Kaumātua Satisfaction Surveys show evidence of satisfaction with activities and the level of community participation.
Meets the physical needs of kaumātua:
<ul style="list-style-type: none"> • Identifies ways to effectively mobilise kaumātua to improve their fitness. • Develops individual and group activities and group classes to enhance kaumātua fitness. • Provides one-on-one support to kaumātua with physical needs. • Adaptive resources are available to allow kaumātua to maintain their former interests and hobbies and develop new interests. • Supports kaumātua by administering manual exercises and assists kaumātua in the use of supportive devices such as crutches, canes and prostheses. • Where appropriate, care plans demonstrate evidence of exercises.
Planning:
<ul style="list-style-type: none"> • Demonstrates that they plan well in advance. Develops weekly timetables, monthly planners and yearly schedules months in advance, and communicates this to colleagues and kaumātua. • Adopts effective communication channels and ensures that colleagues are informed of upcoming events so that they can plan as required. For example., kitchen kaimahi know well in advance what food may be required for an activity. • Plans for festive occasions, milestones, and significant occasions (e.g., significant birthdays and anniversaries, significant cultural events).
Leadership:
<ul style="list-style-type: none"> • Supports new Activities kaimahi and volunteers by supporting their induction, on the job learning and skill development. • Supports and mentors other Activity kaimahi so that they work within scope and are effective in their role. • Where required, appropriately delegates activity-related tasks to other kaimahi (this may include Healthcare Assistants). • Provides constructive feedback to kaimahi that they have delegated tasks to. • Acts as a role model to all clinical kaimahi in the provision of social activities to kaumātua.
Budget Management:
<ul style="list-style-type: none"> • Understands budget restrictions, variability of budgets, and plans appropriate activities around this. • Sources appropriate resources and works within budget parameters. • Ensures the best price is given when purchasing activities-related resources. • Is able to adapt activities as, and when, required to fit in with changes to facility budgets. • Supports colleagues with how to plan and deliver activities within budget. • Where required, organises quotes to bring to the Facility Manager.

Networking and Promotion:

- Identifies activities of interest taking place in the local community, and/or entertainment and cultural groups, and finds ways to involve kaumātua.
- Helps to support the visibility of Enliven and its activities contribution in the wider community.
- Always promotes the facility and its activities programme when engaging with external stakeholders.
- Actively promotes the facility (e.g. works with Communication and Marketing Manager to support to support digital or local media promotion).
- Ensures that only current and consented, appropriate photos are sent to marketing team (e.g. keeping dignity in mind and ensuring kaumātua have given consent).
- Demonstrates flexibility and ensures that where possible they are able to attend activities as they occur (or organizes someone else to be able to attend in their place).
- Actively explores and seeks out media opportunities in consultation with the Facility Manager.

Accountability and continuous improvement:

- Attends Enliven in-service sessions.
- Effectively documents activities held, keep accurate attendance records, and ensures documented activities are available for families/whanau to view.
- Leads meetings with other Activities kaimahi and encourages participation of all team members. Follows up on agreed actions to ensure that they have occurred.
- Responsible for the collection of quality indicator data.
- In consultation with the Facility Manager, identifies what actions need to take place to be audit ready. Puts corrective actions in place under the direction of the Facility Manager.
- Is able to evidence continuous improvement as a result of Kaumātua Satisfaction Survey suggestions.
- Has an active knowledge of Enliven policies and processes and can confidently describe how these policies relate to the activities programme. Supports other Activities team members to understand relevant policies and procedures.
- Identifies both shortfalls in service delivery and opportunities for improvement. Takes appropriate corrective action in consultation with the Facility Manager.
- Works autonomously and produces high output of activities without direction or supervision.

Health and Safety at Work Act 2015:

- Describes and identifies safety concerns, assesses risk, and develops strategies to ensure safety in an activities setting.
- Ensures that all activities adhere to correct Health & Safety protocol, and that any required H & S equipment is used.
- Describes risks, impacts and actions and puts in strategies to minimize risk.
- Facilitates the maintenance of equipment and resources used in activities and special therapies to recognised standards (in line with Enliven policies and procedures).
- Promptly reports and documents incidents, accidents and near misses, and provides solutions.
- Maintains a reasonable level of fitness due to the nature of the role. Must be able to perform required duties.
- Ensures that they are first aid training if taking kaumātua out of the facility.

Quality:

- Maintains confidentiality of the business at all times.
- Leads and embeds quality initiatives.
- Describes and applies the principles of quality assurance to diversional therapy practice
- Follows policies and procedures at all times (including infection control).

Manaaki: Respect and dignity Aroha: Compassion with empathy	
<ul style="list-style-type: none"> • Ensure all kaumatua and their whanau are treated with dignity and respect and ensure kaumatua feel that they are living in their own home. • Interact with kaumatua by providing them with high standard of service that meets all their individual needs. • Provide privacy, always knock on door before entering and introduce yourself to the kaumatua on entering. • Support kaumatua to practice their cultural preferences. • Welcome whanau and support a positive visit with the kaumatua. • Ensure all communication with other health professionals, colleagues, whanau and kaumatua is professional and respectful. • Have awareness of the ageing process and the intellectual and physical disabilities that arise because of aging. 	
Whānau: Celebration of whānau	
<ul style="list-style-type: none"> • Develop trusting, professional relations with the kaumatua, and their whānau and friends, while maintaining professional boundaries. • Demonstrate commitment to Enliven Presbyterian Support vision and values and promoting its good reputation through appropriate behaviours. • Welcome whānau and support a positive visit with the kaumatua. • Assist new kaumatua and whānau with orientation to our care homes, making them feel welcome and included. 	
Whakatau Tika: holding ourselves accountable. Support our kaumatua by working as a team, looking after yourself and other	
<ul style="list-style-type: none"> • Arrives and leaves work at the correct time. • Gives adequate notice if unable to attend work due to illness. • Follows policy and procedures, Code of Conduct, and kaimahi handbook. • Helps other kaimahi. • Always maintains respectful and professional communication with other kaimahi. • Fosters a support environment for new kaimahi. • Completes all recording and reporting accurately and in a timely fashion. • Follows health and safety procedures and reporting. • Understand and meet your personal obligations under the health and safety work act 2015. • Attends and or completes mandatory training within the required timeframes. • Asks if unsure what anything means or how to undertake an activity. • Keeps rested and healthy and takes annual leave. • Identifies and reports hazards and knows how to minimise risk. • Understand and commits to learning from the onset of employment 	
Other Duties as Required	
Perform other such duties as may be reasonably required by the Facility Manager or Director of Enliven / CEO	
Expectations of all PSS employees	
Communications / Interpersonal relationships	<ul style="list-style-type: none"> • Positive and collegial relationships are developed and maintained. • Verbal and written communication is at a high standard, relevant and appropriate to the audience.
Performance development and learning	<ul style="list-style-type: none"> • Active engagement with personal development review process.

	<ul style="list-style-type: none"> • Personal and professional development goals and objectives are established. • Be responsible for own ongoing education and skills required in designated role.
Continuous improvement	<ul style="list-style-type: none"> • Make recommendations for improvement to services, work practices and / or workflow.
Health and Safety <i>PSS is committed to achieving the highest level of health and safety for its kaimahi and everyone has health and safety responsibilities.</i>	<ul style="list-style-type: none"> • All employees are expected to identify, report and where appropriate resolve issues that may cause harm to themselves or others in the organisation. • You are expected to work safely and to actively participate in health and safety programmes in your work area. • All accidents or potential hazards must be reported to your direct line manager.
Te Tiriti O Waitangi / The Treaty of Waitangi <i>PSS is committed to its obligations under Te Tiriti o Waitangi / the Treaty of Waitangi.</i>	<ul style="list-style-type: none"> • As an employee you are required to give effect to the articles as well as the principles of Te Tiriti o Waitangi / the Treaty of Waitangi – Partnership, Participation and Protection.

The role description will be reviewed regularly for it to continue to reflect the changing needs of the organisation. Any changes will be discussed with the position holder before being made. Annual objectives and performance measures will be set each year during the annual performance planning and development meeting.

I have read, understood, and accept this position description.

_____ (Position Holder)

_____ (Date)

_____ (Manager)

_____ (Date)

Skills and Behaviours:

The Presbyterian Support Southland (PSS)/Enliven Skills and Behaviours are the things you should do to demonstrate our vision. The foundation of our vision is as follows, and as an organisation we seek to live our five core values in everything we do.

RESPECT MANAAKI

Respect for our heritage

COMPASSION AROHA

Compassion with empathy

WHĀNAU WHĀNAU WHĀNUI

Celebration of whānau

COMMUNITY IWI WHĀNUI/HĀPORI

Communities that make a difference

ACCOUNTABILITY WHAKATAU TIKA

Holding ourselves accountable

Skills and Behaviours are broken down into components which all work together. As an organisation, we expect all our people to demonstrate these skills and behaviours in everything they do.

Communication

Communicates both orally and in writing in a manner which is clear, fluent and to the point, honest and open. Conveys messages in a credible way that holds the audience's attention, including readers and in group and one-to-one situations.

Client Focus

Aware of and understands PSS mission and values and delivers services within this context. Monitors and upholds high quality of service, working in a cooperative, respectful manner with colleagues, clients, and wider community.

Self Determination

Maintains a high level of drive with a positive attitude and enthusiasm toward hard work and meeting challenges.

Teamwork

Working positively toward achieving team and organisational goals by encouraging teamwork and promoting respect and understanding of different opinions and backgrounds.

Accountability

Takes personal responsibility and accountability for own work and performance. Takes timely decisions and commits to clear courses of action. Able to accept things may have been done better not blaming other factors.

Self-Improvement

Takes responsibility for own development and actively pursues learning and development opportunities.

Planning and Organising

Sets clear objectives, plans, and organises work of self and team with defined action steps for achieving planned outcomes.

Problem Solving and Decision Making

Analyses problems, breaks into core parts, investigates, evaluates, and generates appropriate solutions.

Agreed by:

_____ (Job holder's signature)

_____ (Facility Manager's signature)

_____ Date