

Recreation Officer



Role specification

Role Title

Recreation Officer

Business Unit

Enliven

Location

Enliven Homes

Reports to

Home Manager

Purpose of the role

The Recreation Officer is responsible for planning, coordinating, and delivering meaningful recreational and social activities that enhance the wellbeing, independence, and quality of life of residents/clients.

The role is grounded in the Eden Philosophy, which recognises that loneliness, helplessness, and boredom are the greatest plagues facing older people. The Recreation Officer supports a living environment filled with companionship, purpose, and meaningful engagement, where residents are valued as individuals and experience genuine connection.

Organisational overview

At Enliven, we value age. We create age-friendly communities where people can be happy and thrive, regardless of their age or ability. As well as providing practical day-to-day support and quality clinical care, we consider the physical, social, emotional, and cultural needs of each person we support. Our homes and villages are places where older people have companionship, choice, variety, fun, meaningful activity, and a sense of purpose.

Enliven offers a range of positive ageing services and a full continuum of care for older people including independent retirement living, vibrant and welcoming rest homes, specialist hospital and dementia care, engaging day programmes, short-term respite, and health recovery care. Enliven homes and villages can be found in Taranaki, Whanganui, Manawatu, Horowhenua, Wairarapa and throughout the greater Wellington region.

Enliven along with Family Works, our social services for tamariki and whānau, is part of the not-for-profit organisation Presbyterian Support Central (PSC). PSC is a charity incorporated under the Charitable Trusts Act 1957. While we operate as a separate entity to the Presbyterian Church, our name is a celebration of our beginnings, our heritage, and the values we share.

Key Accountabilities

Eden Philosophy and Person-Directed Care

- Role-model and promote the Eden Philosophy by creating opportunities for companionship, variety, spontaneity, and purpose.
- Support a person-directed environment where residents' choices, interests, and life histories shape activities and daily experiences.
- Foster meaningful relationships between residents, team members, whānau, volunteers, children, animals, and the wider community where appropriate.
- Encourage residents to contribute, participate, and share their skills, knowledge, and experiences.

Activity Planning and Delivery

- Plan, organise, and facilitate a range of individual and group activities that reflect residents' interests, abilities, cultures, and preferences.
- Ensure activities support physical, emotional, social, cultural, and spiritual wellbeing.
- Adapt activities to suit different mobility, cognitive, and health needs, including dementia-friendly approaches.
- Encourage participation while respecting residents' right to choose how they spend their time.

Wellbeing and Engagement

- Build warm, respectful, and trusting relationships with residents and their whānau/families.
- Support residents to maintain identity, independence, and a sense of purpose.
- Observe and report changes in mood, behaviour, or wellbeing to the wider care team.

Cultural Safety and Values

- Deliver activities in a culturally safe and inclusive manner, reflecting tikanga Māori and the diverse backgrounds of residents/clients.
- Demonstrate manaakitanga, respect, dignity, and compassion in all interactions.
- Support residents to express and maintain their cultural, spiritual, and personal traditions.

Documentation and Administration

- Maintain accurate records of activities, participation, and resident engagement.
- Contribute to individual activity plans and reviews as required.
- Assist with organising events, celebrations, outings, and community connections.
- Maintains the confidentiality of residents and / or day programme clients.
- Ensures all resources are used appropriately and, in a cost, effective manner.
- Actively demonstrates the ability to balance the needs of the residents against the needs of the business



Health, safety and wellbeing

- Support organisational health, safety and wellbeing initiatives
- Support a culture of wellbeing at PSC
- Role model good health and safety practice and behaviours
- Report all hazards, incidents, accidents and near misses
- Support managers and the organisation in remaining compliant to health and safety legislation\

Core Competencies

Competent performance in the role requires demonstration of the following competencies. These competencies provide a framework for selection and development.

Teamwork

- Develops constructive working relationships with other team members
- Has a friendly manner and a 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
- Shows an understanding of how one's own role directly or indirectly supports the work of wider team

Quality and Innovation

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

Taking 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
- Consistently performs tasks correctly - following set procedures and protocols

Communication

- Practises active and attentive listening



- Explains information and gives instructions in clear and simple terms
- Willingly answers questions and concerns raised by others
- 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
- Deals effectively with conflict

Person Specification

Qualifications

- Holds at least Level 3 Health and Wellbeing Qualification
- Holds or is working towards a Diversional Therapy level 4 qualification or other relevant qualification
- Current full driver's license

Te Tiriti o Waitangi

Presbyterian Support Central honours te Tiriti o Waitangi, accords value to te ao Māori (the Māori world), supports kaitiakitanga (guardianship) and is responsive to the needs of Māori.

All team members are encouraged to celebrate cultural diversity in the workplace. This is about respect, engagement, and honouring all people while at the same time acknowledging the unique role of Māori as Tangata Whenua.

