

Recreation Officer



Role specification

Role Title

Recreation Officer

Business Unit

Enliven

Location

Enliven Homes

Reports to

Home Manager

Purpose of the role

To plan and facilitate individual resident's recreation plan and recreation programme for Enliven residential and or day programme clients.

Enliven Residential is a not-for-profit service specializing in the support of older people. The Eden Alternative is an exciting concept which sees us working to build an environment where life revolves around close and continuing contact with children, plants and animals and improves the lives of those we support.

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

Resident and Client Service Delivery

- Provides quality recreation service delivery for residents and/or day care clients as applicable
- Ensure programme follows the Eden Alternative principles to support residents/clients to eliminate boredom, helplessness and loneliness
- Adheres to Enliven Policy: Recreation for resident assessment, plan, evaluation, review and implementation
- Ensure resident access to activities 7 days per week from 10 am to 7 pm
- Adheres to Enliven Day Care Policy (if providing Day Activity Support Services)
- Coordinates volunteers (as applicable if no Team Leader – Recreation)

Quality and Compliance

- Operates within PSC and Enliven's policies and procedures, mission statement and goals
- Maintains up-to-date knowledge of current legislative requirements
- Maintains the highest level of confidentiality
- Adheres to PSC/Enliven Policies for transportation of residents, use of PSC motor vehicles and driving fatigue.
- Maintains own professional knowledge and competence through own professional development

Financial Management

- 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

Relationship Management

- Actively participates as a member of the team and promotes a team spirit and environment.
- Maintains positive and productive working relationships

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

Functional/technical skills

- Has the functional and technical knowledge and skills to do the job at a high level of accomplishment



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 driver's license

Experience

- Demonstrate an interest and ability in various recreational activities
- Sensitivity and empathy with the older person
- Computer skills
- Demonstrate a high standard of personal hygiene and appearance

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 staff 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.

Acceptance

I have read this job description and accept it.

Signed: Date:

Employee's Name:

