

Position Description

Activities Coordinator - Residential

Mission
We walk with people across the generations to create together places to live, learn and thrive. We call out injustice and advocate for positive social change.

Position Purpose and Primary Objectives

Purpose
To coordinate and lead activities that enhance personal dignity, quality of life, independence and connectedness for each resident.

Primary Objective

- Provide quality and meaningful activities to meet clients’ needs and maximize their independence while respecting their unique identity and dignity.
- Lead the team of Activities Assistants and Volunteers in provision of service.
- Recruit, support, inspire and supervise Volunteers.

Accountability	Expected Outcomes / Key Performance Indicators
Provide quality and meaningful activities to clients.	<ul style="list-style-type: none"> • With the input of the participants, designs and leads activities that are consistent with promote wellbeing for the residents, in line with the organisation’s values and Enliven Philosophy. • Recognises that individuals require different meaningful activities, depending on their state of health, cognition and abilities, which may fluctuate daily.

	<ul style="list-style-type: none"> • Keeps accurate records of activities and events within required timeframes, using electronic systems. • Effective relationships with external stakeholders. • Working with and supporting volunteers in their work, sharing sufficient information to keep everyone safe. • Actions and behaviours encourages and supports the team. • Provide personal care support when resident is engaged in activities outside the Home or when in the care of Activities staff within the Home. • Being alert to issues that may be going on for the clients outside of the programme and reporting concerns to the Activities Coordinator or Manager. • Ensuring Volunteers are supervised around manual handling techniques. • Undertaking, as directed and following Risk Assessment Management plans related to outings.
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Expectations of all PSO Employees

<p>Communications / Interpersonal relationships</p>	<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.
<p>Performance development and learning</p>	<ul style="list-style-type: none"> • Active engagement with personal development review process. • Personal and professional development goals and objectives are established. • Be responsible for own ongoing education and skills required in designated role.
<p>Continuous improvement</p>	<ul style="list-style-type: none"> • Make recommendations for improvement to services, work practices and / or workflow.
<p>Health and Safety <i>PSO is committed to achieving the highest level of health and safety for its staff and everyone has health and safety responsibilities.</i></p>	<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.

	<ul style="list-style-type: none"> 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.
<p>Te Tiriti O Waitangi / The Treaty of Waitangi <i>PSO is committed to its obligations under Te Tiriti o Waitangi / the Treaty of Waitangi.</i></p>	<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.

Relationships

<p>Reports to: Supervising Activities Coordinator/ Manager</p>	<p>Direct Reports: Activities Assistants Volunteers</p>
<p>Internal Relationships: Clients Staff and colleagues on-site Other Presbyterian Support staff Volunteers</p>	<p>External Relationships: Families/Whanau Members of the public Invited guests for entertainment and activities</p>

Person Specifications

Work Qualifications / Skills

- May hold a Diversional Therapy qualification or be working towards one.
- Holds current and clean full driver's licence.

Experience/ Knowledge

- Skills and experience in computer systems to maximise the use of technology for improved service provision.
- Be a safe, confident driver of both manual and automatic, cars and vans.

Personal Qualities

- Ability to demonstrate exceptional planning, organisational skills and the ability to manage complex and competing priorities effectively.
- Possess highly developed interpersonal skills including relationship and advocacy skills.
- Be able to communicate clearly both orally and in writing.
- Ability to work independently and as part of a small team.
- Able to assist with personal care matters for residents when necessary, especially when outside of the Home on outings and visits.

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.

Working Together

Our Work

- We are person centred in our organisation.
- We strive always to do better, to work hard and to the best of our ability.
- Each person knows they make a difference and they feel valued because of this.

Our Organisation

- We are committed to delivering on the organisation direction and values.
- We are responsible and accountable for our actions and behaviours.
- We are committed to positive, proactive leadership.
- Each person is empowered to succeed, with the orientation and on-going support needed.
- Expectations are communicated clearly and understood by each team member, through team meetings, regular and timely feedback, and annual appraisals.

Our Team

- We share and learn from each other; are open and honest, support and cooperate with each other, and do the right thing at the right time.
- We hold each other accountable by giving and receiving constructive feedback.
- Our relationships are based on mutual respect, by treating each other as we wish to be treated. We are courteous and responsive.
- We affirm each person as a valued member of the team by giving each other positive reinforcement.

Values

Founded in our Christian faith we act with the values of integrity, respect, courage, manaaki and aroha.

