

# Position Description (DRAFT)

## Activities Co-ordinator – Club Enliven Day Programme

**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 the Club Enliven Dunedin day service for older people, delivering the programme in line with our contractual requirements. The programme will provide a range of appropriate and stimulating activities that enhance personal dignity, quality of life, independence, and connectedness for Club Members.

**Primary Objectives**

- To provide quality and meaningful activities to meet members needs and maximise independence while respecting their unique identity and dignity.
- To lead the team of activity assistants, volunteers and students.
- To build community engagement and connection
- To assist with driving, kitchen tasks and personal care as required
- To provide support and cover across the wider organisation as required.

Accountability	Expected Outcomes / Key Performance Indicators
Provide quality and meaningful activities to meet club members needs.	<ul style="list-style-type: none"> <li>• Lead participation in programme planning and service delivery.</li> <li>• With the input of the staff and members, designs and implements activities that are consistent with and promote wellbeing for the clients, in line with the organisation’s values and Enliven Philosophy.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure the delivery of a high-quality programme in line with contract service specifications.</li> <li>• Recognises that individuals require different, meaningful activities, depending on their state of health, cognition and abilities, which may fluctuate daily.</li> </ul>
Provide support for client's needs where required for their safety and well being	<ul style="list-style-type: none"> <li>• Ensure and maintain an environment that is physically, emotionally, and culturally safe for all members.</li> <li>• Provide personal care support to members as required.</li> <li>• Completing medication competencies and ensuring that client medications are safely administered, whether directly or being supervised.</li> <li>• Being alert to issues that may be going on for the clients outside of the programme and acting on those concerns.</li> </ul>
Recruit and manage volunteers	<ul style="list-style-type: none"> <li>• To actively promote and engage volunteers to the service</li> <li>• To manage the recruitment, orientation and support of volunteers.</li> <li>• Ensure volunteers feel valued, make a positive contribution and are committed to their role.</li> </ul>
Administration	<ul style="list-style-type: none"> <li>• Update and maintain client files in a timely manner using the appropriate database</li> <li>• Complete monthly reports as required</li> <li>• Keep accurate records of activity and events</li> <li>• Manage purchasing and ordering of food and materials at appropriate levels, and in line with budgets</li> <li>• Build and maintain stakeholder relationships</li> <li>• Report and manage health and safety concerns</li> </ul>
<b>Expectations of all PSO Employees</b>	
<b>Communications / Interpersonal relationships</b>	<ul style="list-style-type: none"> <li>• Positive and collegial relationships are developed and maintained.</li> <li>• Verbal and written communication is at a high standard, relevant and appropriate to the audience.</li> </ul>
<b>Performance development and learning</b>	<ul style="list-style-type: none"> <li>• Active engagement with personal development review process.</li> <li>• Personal and professional development goals and objectives are established.</li> </ul>

	<ul style="list-style-type: none"> <li>• Be responsible for own ongoing education and skills required in designated role.</li> </ul>
<b>Continuous improvement</b>	<ul style="list-style-type: none"> <li>• Make recommendations for improvement to services, work practices and / or workflow.</li> </ul>
<b>Health and Safety</b> <i>PSO is committed to achieving the highest level of health and safety for its staff and everyone has health and safety responsibilities.</i>	<ul style="list-style-type: none"> <li>• Actively support and comply with H&amp;S policy and procedures.</li> <li>• All employees are expected to identify, report and where appropriate resolve issues that may cause harm to themselves or others in the organisation.</li> <li>• All staff are expected to contribute to a safe workplace by raising concerns early with their colleagues, thanking those that raise concerns with them and speaking up when they notice something that might lead to abuse or neglect of those in our care.</li> <li>• You are expected to work safely and to actively participate in health and safety programmes in your work area.</li> <li>• All accidents or potential hazards must be reported to your direct line manager.</li> </ul>
<b>Te Tiriti O Waitangi / The Treaty of Waitangi</b> <i>PSO is committed to its obligations under Te Tiriti o Waitangi / the Treaty of Waitangi.</i>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
<b>Relationships</b>	
<b>Reports to:</b> Enliven Day Programme Coordinator	<b>Direct Reports:</b> Club Enliven Dunedin Activity assistants Club Enliven Dunedin Volunteers
<b>Internal Relationships:</b> Enliven Day Programme Coordinator General Manager Enliven Services Clinical Services Lead Quality Adviser Club Enliven Taieri Activity Coordinator Club Enliven Dunedin volunteers Other PSO staff, including Support Centre colleagues	<b>External Relationships:</b> Club Enliven Dunedin Members Families/ Whanau. Invited guests and entertainers. Health New Zealand Needs Assessment Service.
<b>Person Specifications</b>	
<b>Qualifications/Skills Work</b> <ul style="list-style-type: none"> <li>• Hold a Diversional Therapy qualification (or similar) or be prepared to work towards gaining one</li> <li>• Computer skills - current competency in using Microsoft Word, Outlook and Excel.</li> </ul>	

- Hold a current, clean driver's licence.
- Be a safe and confident driver of manual and automatic cars and vans.

#### **Experience/ Knowledge**

- Preferably have experience in working with older people
- Understand and value the role older people hold in society

#### **Personal Qualities**

- Effective in planning, organising, time management, and managing competing priorities
- Able to work independently and as part of a small team
- Highly developed interpersonal skills including advocacy skills
- Be a competent communicator in oral and written communications
- Have a sense of humour, be creative and adaptable
- Be physically able to carry out all tasks of the job

#### **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 ongoing 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.

