



HERITAGE LIFECARE

Position Description

Activities Coordinator

Company Overview:

Heritage Lifecare Limited is a provider of Residential Aged Care Facilities throughout New Zealand. We take pride in the value we add to the lives of all those who reside in our facilities. Our employees are united in our common purpose, mission and values and strive to ensure the delivery of respectful and caring services, in an environment that is safe for clients. Heritage aims to enable the continued pursuit of excellence in care through monitoring, auditing, actioning and evaluation of service whilst respecting and valuing our residents, families and staff.

As an organisation we are committed to providing 'A Better Everyday' for our residents, their whānau and friends, and our employees by aligning our actions to our company values:

- **People First - Kia tika te rere o te waka**
Enhance the health, safety, and wellbeing of our people
- **Nurturing Success - Poipoia te angitu**
Seize opportunities and experiences every day in every moment
- **Better Together - He toa takitini**
Work together in respect and harmony to empower everyone

At Heritage Lifecare Limited we are committed to embracing diversity by ensuring we apply the principles of merit, equality, fairness, and transparency to our working practices which enable decisions and actions to be free from discrimination, conflict of interest and favouritism. We do this with a commitment to the Principles of Te Tiriti o Waitangi – partnership, participation, and protection.

Heritage Lifecare is committed to Ngā Paerewa Health and Disability Services Standards, supporting a person and whānau-centred health and disability service, where people are empowered to make decisions about their own care and support in order to achieve their goals.

Position Overview:

To provide an activities programme which takes account of residents' individual needs.

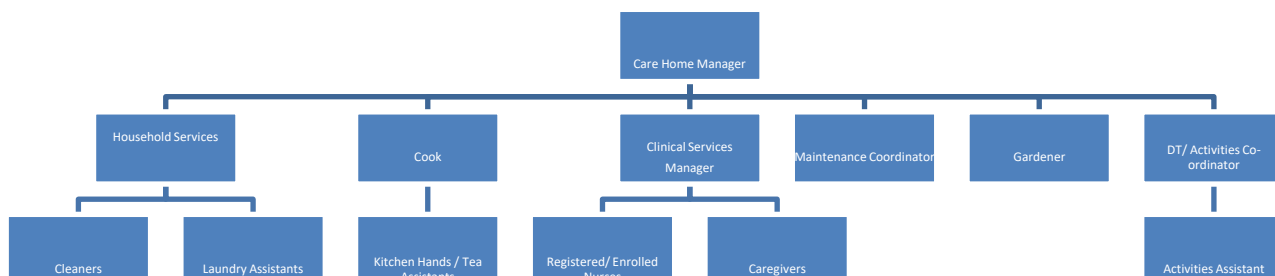
Reports to:

Care Home Manager

Functional Relationships:

All staff of Care Home
Clinical Services Manager
Residents/ Relatives/ Whānau
Visitors
Volunteers
Visiting entertainers
Quality Team
Operations Manager

Generic Team Structure:



Key Accountabilities:

Key Tasks:	Performance Standards:
1. To follow policies and procedures of the facility in all matters	Is familiar with all the information and policies and procedure manuals in the policies and procedures Uses correct procedures as outlined in the manuals Is familiar with the Code of Conduct Is familiar with the Heritage Way
2. To organise and run an activities programme which aims to meet the physical, spiritual, cultural, cognitive and emotional needs of the residents	Conducts initial activities and ongoing assessments of the residents Forms appropriate relationships with the residents to enable their needs to be met Plans, organises and carries out activities, events, outings and visits appropriate to individual and group needs Communicates programme to residents and staff Encourages independence and mobility of the residents
3. To aim to encourage community involvement in the resident's lives	Incorporates family/ whānau and friends in the programme whenever possible Makes contacts in the community which will add to the breadth of the programme Invites community groups in to the facility Takes residents out to the community as appropriate
4. To liaise with other members of staff in order to achieve the aims of the programme	Encourages staff involvement in programme Communicates with other staff members to ensure the programme runs smoothly
5. To ensure documentation requirements are met	Documents the monthly plan Documents in care plan as required

	Keeps any other records and reports as are required Maintains an inventory of activities equipment and resources
6. To liaise with other Activities staff	Maintains communication to gain advice and resource ideas
7. To receive and respond to feedback from residents regarding the food service	Arranges Residents Meetings & responds to matters raised by the residents
8. To manage the service within budget	Uses resources to keep within budget Keeps records and checks invoices as required
9. To report appropriately to the Facility Manager	Liaise with the Facility Manager regularly and communicate any matters regarding the activities service of the facility Provides reports as required Responds to queries
10. To operate all equipment safely and in particular the van, and report any malfunctions immediately	Manages resident's safety when on outings. Follows procedures as required for transport of residents and management of the van Maintains equipment/van in a clean, safe and working condition Reports maintenance required on any equipment/van Liaises with Maintenance Officer when required
11. To practice care and economy in the use of supplies, equipment and time	Care is taken to manage supplies economically Equipment is cared for to avoid unnecessary damage Work time is managed efficiently and effectively
12. To respect resident rights	Knocks on residents door before entering Respects residents privacy Treats residents with respect Shows respect for residents belongings Respects confidentiality of residents Respects individual cultural and spiritual needs and values Have an understanding of the HDC Code of Rights
13. To report immediately any resident issues to the Registered Nurse	Resident concerns are reported to the Registered Nurse and/or senior staff as appropriate
14. To provide a safe caring environment for the residents and their families	Takes all precautions to ensure the safety of the residents Speaks in a caring manner to the residents Courteous and helpful to residents/relatives/ whānau and visitors Contributes to a homelike environment
15. To be familiar with emergency procedures	Attends compulsory fire and emergency training sessions Fire procedures are known Civil defence procedures are known

<p>16. To contribute to a healthy and safe working environment</p>	<p>Works in a safe manner Understands & maintains the Hazard Register for the activities service Manages equipment in a safe manner Ensures equipment is in safe working order & faulty equipment is reported Reports any hazards and works towards eliminating, isolating or minimising them Work areas are kept clean, safe and tidy Reports any work accidents / incidents and completes the required documentation</p>
<p>17. To work effectively in a team environment</p>	<p>Understands own role & responsibilities within the team and those of other team members Offers assistance to other team members in a helpful manner Adapts routines if required Maintains appropriate channels of communication Maintains a positive attitude</p>
<p>18. To be knowledgeable on Infection Control matters pertaining to your position</p>	<p>Hand washing procedures are known and practised</p>
<p>19. To take responsibility for your own education requirements</p>	<p>Seeks to update knowledge & skills by attending in-service sessions relating to job Attends compulsory education sessions Signs the attendance record Maintains an up to date personal in-service record Participates in external study programmes as directed Seeks guidance from senior staff when appropriate Participates in annual performance appraisal First Aid certificate is up to date and current Medical certificate copy must be on file and current while operating the van Annual “van driving and loading” & “manual handling” competency must be completed and up to date Ensure annual “medication” competency is completed and up to date. Must have a clean and full drivers licence</p>
<p>20. To contribute to the Quality Improvement Programme of the facility</p>	<p>Understands the Quality system of the facility. Shows a commitment to improving the quality of the service Informs the Clinical Services Manager regarding any change in procedure required & or development of new procedure Contributes to audit & monitoring of services Keeps up to date with current communications Contributes to the Continuous Quality Programme as required</p>
<p>21. To maintain a professional appearance and attitude of responsibility, loyalty and discretion</p>	<p>Uniform is clean and tidy Appearance is professional according to Uniform Policy Ensures that the facilities property is treated with care and used only for the purpose intended</p>

	<p>Demonstrates punctuality and reliability at all times</p> <p>Demonstrates a positive work ethic</p> <p>Demonstrates a positive attitude towards guidance and correction</p> <p>Works well without supervision</p> <p>Performs tasks thoroughly to an appropriate standard and skill level</p> <p>Respects confidentiality of the business</p>
22. To attend meetings when appropriate	<p>Attends appropriate meetings or keeps up to date with minutes etc.</p> <p>Actively participates in meetings</p>
23. Coordinates Activities	<p>Coordinates the day to day activities, the resources and other considerations as and when required.</p>
24. Other Duties	<p>Any other task as reasonably requested by Heritage Lifecare.</p>

Health and Safety

Heritage Lifecare is committed to a process of continuous improvement in order to achieve excellence in the management of health and safety at all of our workplaces. We recognise the positive impact that the values and benefits of enhanced health and safety bring to the organisation, our employees and our communities. There are two key points to health and safety:

- The safety of our people and the communities in which we operate always comes first
- We are all empowered and expected to challenge any unsafe situation at work

We will achieve these by:

- Building a positive health and safety culture
- Aiming for zero harm
- Taking reasonable practicable steps to identify, eliminate or minimise risk
- Reporting hazards and incidents
- Managing contractors
- Communicating and consulting regularly about health and safety issues
- Developing our knowledge about our roles in managing health and safety
- Investigating and learning from incidents
- Ensuring competence to do the job

Financial Authority

Nil

Core Competencies

Competency Family	Competency Type	Competency	Competency Description
Care Support	Core Competencies	Resilience	Maintains professional demeanour and deals effectively with pressured and difficult times. Maintains focus and intensity and remains

			optimistic and persistent, even under adversity. Recovers quickly from and responds constructively to setbacks. Accepts constructive feedback with an open and professional manor
		Process improvement	Looks for incremental improvements in work processes and results, looks for ways to streamline work processes, reduce rework, and improve quality and customers offering.
		Customer focus	Builds customer confidence, is committed to increasing customer satisfaction, sets achievable customer expectations, assumes responsibility for solving customer problems, ensures commitments to customers are met, solicits opinions and ideas from customers, responds to internal customers.
		Individual Development	Seeks out and accepts feedback, is a proactive learner, takes on tough assignments to improve skills, keeps knowledge and skills up to date, turns mistakes into learning opportunities.
	Differentiating Competencies	Adaptability	Adjusts planned work by gathering relevant information and applying critical thinking to address multiple demands and competing priorities in a changing environment. Changes behavioural style or method of approach when necessary to achieve goal; adjusts style as appropriate to the needs of the situation. Responds to change with a positive attitude and a willingness to learn new ways to accomplish work activities and objectives.
		Quality	Is attentive to detail and accuracy committed to excellence, looks for improvements continuously, monitors quality levels, finds root cause of quality problems. Owns/acts on quality problems.
Site Services	Core Competencies	Sound decision making	Recognises problems and responds, systematically gathers information, sorts through complex issues, seeks input from others, addresses root cause of issues, makes timely decisions, can make difficult decisions, uses consensus when possible, and communicates decisions to others.
		High work standards	Setting high standards of performance for self and others; assuming responsibility and accountability for successfully completing assignments or tasks; self-imposing standards of excellence rather than having standards imposed.
		Customer focus	Builds customer confidence, is committed to increasing customer satisfaction, sets achievable customer expectations, assumes responsibility for solving customer problems, ensures commitments to customers are met, solicits opinions and ideas from customers, responds to internal customers.

	Differentiating Competencies	Continuous improvement	Looks for incremental improvements in work processes and results, looks for ways to streamline work processes, reduce rework, improve quality and customer offering.
		Business development mind-set	Identifies opportunities to expand and develop the business offering by having an understanding of the process of the business, the direction it is heading and the needs of the customer.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by employees in this job classification. Employees may be requested to perform job related tasks other than those specified in this Position Description.