

Position Description

Activities Assistant – 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 assist in planning and implementing a day programme for older people. The programme will include a range of activities that are appropriate and stimulating for the client group.

Primary Objectives

- To facilitate activities that enhance personal dignity, quality of life, independence and connectedness for each client.
- To support and manage volunteers.
- To assist with driving, kitchen and caring tasks as required.

Accountability

Provide quality and meaningful activities to meet clients needs and maximise their independence while respecting their unique identity and dignity

Expected Outcomes / Key Performance Indicators

- With the input of the participants, designs and implements activities that are consistent with and promotes wellbeing for the clients, in line with the organisation's values and Enliven Philosophy.
- Active participation in programme planning with the team.
- Recognises that individuals require different, meaningful activities, depending

	on their state of health, cognition and abilities, which may fluctuate daily. • Actions and behaviours encourage and support the team.
Provide support for client's needs where required for their safety and well being	• Provide personal care support when clients require assistance. • Completing medication competencies and ensuring that client medications are safely administered, whether directly or being supervised. • Being alert to issues that may be going on for the clients outside of the programme and reporting concerns to the Manager.
Volunteers	• To assist with the recruitment, orientation and support of volunteers of the Club Enliven service. • Ensure volunteers feel valued, make a positive contribution and are committed to their role.
Carry out other tasks to ensure the smooth running of the programme	• When required, assist with organising and serving morning teas, lunch and afternoon tea, doing dishes etc. • When required, driving car or van to transport clients to /from the programme, or for outings. • Assist with administration.
Expectations of all PSO Employees	
Communications / Interpersonal relationships	• Positive and collegial relationships are developed and maintained. • Verbal and written communication is at a high standard, relevant and appropriate to the audience.
Performance development and learning	• 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.
Continuous improvement	• Make recommendations for improvement to services, work practices and / or workflow.

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>	• All employees are expected to identify, report and where appropriate resolve issues that may cause harm to themselves or others in the organisation. • 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.
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>	• 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

Reports to: Activities Coordinator	Direct Reports: Nil
Internal Relationships: Clients, staff and colleagues on-site, other PSO staff, volunteers	External Relationships: Families/whanau, members of the public, invited guests of the programme

Person Specifications

Work Qualifications / Skills

- Hold a Diversional Therapy qualification or be prepared to work towards gaining one.
- Computer skills - current competency in using Microsoft Word, Outlook and Excel.
- Hold a current, clean full 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 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.

