

Position Description – Diversional Therapist/ Activities Co-ordinator

Authorised by: GM — Services for Older People Signed: Lizzie McIvor

MISSION

"Supporting people through quality care"

Presbyterian Support South Canterbury is guided by its Christian values to enrich people's lives by meeting needs or changing individual and community situations to make a positive difference.

The Eden Alternative Philosophy® is an exciting philosophy 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.

KEY TASKS:		EXPECTED OUTCOME:
1.	Supporting resident independence within The Eden Alternative Philosophy®.	1.1 Is familiar with The Eden Alternative Philosophy®.
		1.2 Residents are provided with meaningful activity, companionship and the opportunity to provide as well as receive care.
		1.3 Actively participates in delivering on the principles that the home is registered in.
		1.4 The Eden Alternative Philosophy and approach are promoted during interaction with residents, families and staff.
2.	Group and individual needs for fun and entertainment will be assessed and met, and the opportunity made for the promotion and continuation of life skills.	2.1 Ensure personal profiles are completed within two weeks following admission and reflect an accurate portrayal of the residents' social needs. (These to be completed by/with family where possible).
		2.2 All residents and families will be interviewed as soon as possible following admission. As resident's abilities change, activities and care plan goals should cater for these changes.
		2.3 The activities programme will incorporate balanced physical, social, cognitive and spiritual components providing a programme which reflects clients' varied needs, developed in consultation with residents and other health professionals.
		2.4 Time will be allocated for both group and individual activities to encompass all residents' needs, giving them the opportunity for involvement in areas that they enjoy, and for developing new skills where appropriate.
3.	To communicate effectively within the Home, and in the wider community with relationship to the functioning of the Home.	3.1 Information will be given in a clear, concise and pleasant manner to all people you have contact with during working hours so that clients, volunteers etc. will be comfortable and at ease whilst receiving accurate information.
		3.2 Daily activities should be planned and displayed in advance in large print in designated areas so that

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		families, residents and staff are aware of upcoming events. (Activities booklet to be available – update yearly or as necessary).
		3.3 Staff will be advised in advance of their involvement in activities and be able to express an accurate knowledge of such activities.
		3.4 The Nurse Manager will be kept informed of all proposed activities.
		3.5 Volunteers will be advised in advance of their involvement in activities, such involvement being in co-operation with the Volunteer Co-ordinator.
		3.6 The Diversional Therapist will meet regularly with the Nurse Manager, (other Diversional Therapist/Activities staff within Support where applicable) and with the contracted Occupational Therapist to ensure liaison, peer review and communication.
4.	To adhere to Presbyterian Support Services South Canterbury policies and philosophies.	4.1 Able to demonstrate a knowledge of policies and philosophies.
		4.2 Preparedness to adapt to changes that may occur.
		4.3 To perform procedures accurately thereby avoiding accidents or incidents.
5.	To contribute positively to team functioning.	5.1 Staff will be pleasant, tolerant and helpful towards staff to engender a good working atmosphere.
		5.2 Staff will be well groomed and courteous to all people (s)he comes into contact with.
		5.3 RH.27 and van booking procedures will be completed to keep allied staff informed of their involvement in advance.
		5.4 Costs of activities to residents should be kept to a minimum. Resources for activities will be budgeted in keeping with PSSC policy.
		5.5 Resources and equipment will be kept well maintained, in good condition and accessible to staff. Annual equipment audit to be completed.
6.	To communicate effectively both within the Home and in the wider community in relationship to the functioning of the Home.	6.1 Information will be given in a clear, concise and pleasant manner to all people you have contact with during working hours.
		6.2 All problems relating to the functioning of the Home and the residents well-being will be reported promptly to the Nurse Manager or Administration and Care Supervisor.
		6.3 Confidentiality policy will be adhered to.
7.	To demonstrate tolerance and respect for people's individual, spiritual, cultural and social needs to	7.1 Staff will respect and help facilitate residents rights to privacy, freedom of association and continuance of relationships and establishing new friendships, thereby maintaining residents' individuality..

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	recognise the Treaty of Waitangi.	7.2 Residents and relatives spiritual needs will be identified and facilitated. 7.3 Cultural needs will be identified and respected and sensitively approached.
8.	To maintain a safe and secure environment.	8.1 To participate in paid education e.g. fire safety, C.P.R etc. and to demonstrate an accurate knowledge of such procedures. 8.2 To be conversant with The Health & Safety At Work Act 2015 and report any potential dangers and/or faulty equipment promptly to the Nurse Manager. 8.3 The Nurse Manager will be informed promptly of unexpected changes or accidents occurring to resident's health or well-being, and appropriate action taken according to the policy of the Home. 8.4 Responsible for the maintenance and upkeep of the Home van where applicable. 8.5 A register will be kept and reviewed annually of van hoist operators where applicable.
9.	Demonstrates commitment and applies knowledge to work tasks.	9.1 To participate in paid meetings and demonstrate learned skills accurately. 9.2 Educational opportunities will be sought. A record of attendance or absence will be recorded on staff members file 9.3 Identify training requirements and inform the Nurse Manager of those needs.
10.	Demonstrates commitment to the Quality Improvement Programme of Presbyterian Support South Canterbury.	10.1 To take an active role in Quality improvement. 10.2 Participates responsibly as required in Audits so that they are completed accurately and on time. 10.3 Staff Quality meetings will be attended. Areas needing improvement will be identified and agreed on, improvements will be implemented. 10.4 Work performance will meet agreed standards. 10.5 Identified improvements within work practices will be actively actioned within agreed time frames.

This job description may be reviewed and altered at any time by agreement between the Manager (or supervisor) and the employee, but agreement to changes cannot be unreasonably withheld.

Employee Signature

Print Name

Managers Signature

Print Name

Date: _____