



## Position Description

# DAY PROGRAMME FACILITATOR (Part-Time)

**Department:** Enliven

**Reports to:** Team Leader  
**Responsible to:** Manager

**Direct Reports:** N/A

### ROLE DESCRIPTION

To provide support as required to facilitate activities and interactions within the Day Programme that are responsive to the needs and values of older people living in the community.

Key Relationships	Purpose of interaction
<b>Internal</b> Other Day Programme employees & volunteers Team Leader	Collaboration & communication Support and communication
<b>External</b> Clients	To provide a safe and welcoming and informative interaction

## KEY ACCOUNTABILITIES AND EXPECTED PERFORMANCE OUTCOMES

Key Accountabilities	Expected Performance Outcomes
<p>1. To facilitate structured activities for the Enliven Day programmes in conjunction with the Team Leader.</p>	<ul style="list-style-type: none"> <li>• To facilitate an innovative and interesting programme offering motivation and socialisation for clients, either one-to-one or in groups.</li> <li>• To provide activities which are designed to enhance self-esteem and feelings of well-being for clients</li> <li>• Where applicable - to assist in the development of care plans which contain sufficient detail for other employees and volunteers to enable them to meet client's needs.</li> <li>• To interact with clients in a positive and engaging manner to help them feel socially connected and engaged in the programme activities</li> </ul>
<p>2. Provide support to carers and families of clients</p>	<ul style="list-style-type: none"> <li>• Responds sensitively to concerns of carers/families/ whānau and discussed these with the Team Leader</li> </ul>
<p>3. To carry out administrative or maintenance requirements to ensure smooth running of the Day Programmes</p>	<ul style="list-style-type: none"> <li>• To assist with maintaining the facility as a safe, clean and tidy environment.</li> <li>• To complete accurate daily records of each client's attendance and changes in client's status as required. This includes daily data entry onto the Paua database.</li> <li>• Assist with the purchase of provisions or activity materials as directed by the Team Leader</li> </ul>
<p>4. Actively contributes to the sustainability of PSUSI services</p>	<ul style="list-style-type: none"> <li>• Protects and promotes the PSUSI brand to ensure a positive reputation in the community</li> <li>• Is supportive of and actively contributes to fundraising and marketing initiatives where required, such as providing client stories to the Business Development team.</li> </ul>
<p>5. Volunteer Supervision and Support</p>	<ul style="list-style-type: none"> <li>• Ensures volunteers are celebrated for their contribution and generosity</li> <li>• Ensures safety, support and wellbeing of volunteers working in the team</li> <li>• Ensures volunteers duties and tasks are carried out in a safe and appropriate manner</li> <li>• Ensure professionalism and respect in all interactions with PSUSI volunteers</li> </ul>

<p>6. Stays up to date with advancements in field and has a focus on professional development</p>	<ul style="list-style-type: none"> <li>• Professional development opportunities are sought proactively for self</li> <li>• Development requirements are signalled in advance to line manager for approval</li> <li>• Competence and skill level are maintained to perform role to highest ability</li> <li>• Maintains a good understanding of current best practice in field of work and adapts accordingly.</li> <li>• Responds regularly to communication from Team Leader to ensure relationships are established and maintained</li> <li>• Preparation for and attendance at monthly 1-2-1 coaching sessions</li> <li>• Meets objectives for professional development and service objectives as agreed in the Yearly Summary</li> </ul>
<p>7. To continue to develop cultural practices which are inclusive of Māori cultural concepts, values, beliefs and practices, including commitment to the ongoing usage of Te Reo Māori.</p>	<ul style="list-style-type: none"> <li>• Continued commitment to the development and achievement of PSUSI's cultural framework, Te Rauemi Atawhai</li> <li>• Where appropriate seeks assistance on cultural matters either internally or externally</li> <li>• Where appropriate, combines the value of our Māori partners to ensure the underserved in our community have their needs met across social, cultural and economic sectors.</li> </ul>
<p>8. Actively participates and contributes to Health, Safety &amp; Wellbeing in the workplace.</p>	<ul style="list-style-type: none"> <li>• Ensures that a safe and healthy working environment is maintained at all times</li> <li>• Actively contributes to a safety and wellbeing conscious culture and attend H&amp;S meetings as required.</li> <li>• Complies with Health and Safety policies, regulations and legislation</li> <li>• Takes responsibility for own health and safety and ensures no action or inaction harms others in the workplace</li> <li>• Is aware and can identify hazards to which the organisation may be exposed and takes appropriate action accordingly</li> <li>• Has knowledge and is able to apply emergency procedures as required</li> </ul>
<p>9. Attends to other duties as required</p>	<ul style="list-style-type: none"> <li>• Duties and responsibilities described above should not be construed as a complete and exhaustive list as it is not the intention to limit the scope or the functions of this position. Duties and responsibilities can be amended from time to time by Presbyterian Support Upper South Island.</li> </ul>

**PERSON SPECIFICATION**

**Qualifications**

Essential	Desirable
	<ul style="list-style-type: none"> <li>• Ideally Certificate in Health and Wellbeing (L2-4) or Diversional or Occupational Therapy qualifications</li> <li>• First Aid Certificate</li> </ul>

**Knowledge & Experience**

Essential	Desirable
<ul style="list-style-type: none"> <li>• Relevant experience in facilitating varied activities and programmes for older people</li> <li>• Group facilitation experience</li> <li>• Understanding of the challenges and opportunities facing older people in the community</li> <li>• Demonstrated strengths in listening and communication</li> <li>• Demonstrated ability to respect and adheres to confidentiality and professional boundaries</li> <li>• Basic computer skills</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working alongside volunteers</li> </ul>

**Skills and Personal Attributes:**

- Motivated and enthusiastic to make a difference
- Desire to assist older people to live with dignity, purpose and keeping them connected
- Strong interpersonal skills and ability to build rapport and relationships with colleagues, clients, carers and volunteers
- Able to take responsibility, show initiative and is punctual and self-motivated
- Ability to use IT systems for day-to-day functions and communication including using a database system and the VR and Tovertafel technology
- Open and positive attitude to learning new systems always looking at ways to do things better
- Ability to manage confidential information with responsibility and integrity
- Ability to manage stress and handle emotional situations while retaining empathy
- Enjoyment of working in a team environment
- A commitment to high quality of work and professionalism
- Commitment to the mission and values of Presbyterian Support Upper South Island
- Openness to and enjoyment of differences in values, beliefs and cultural practices
- Understanding of the principles of the Treaty of Waitangi