



Presbyterian Support  
Upper South Island

## Position Description

# Dementia Mate Wareware Homeshare Host, Part-time (0.1375 FTE)

(Dementia Mate Ware Ware HomeShare Pilot – Service)

**Department:** Enliven Services

**Reports to:** PSUSI Team Leader (Blenheim)

**Responsible to:** Area Manager Nelson Marlborough and West Coast

**Direct Reports:** N/A

### ROLE DESCRIPTION

The purpose of the host position is to enable a person with dementia, Dementia Mate Wareware, who may be socially isolated, to connect with others and maintain their holistic health and wellbeing.

This is a client lead service where input from the participants is valued and is key to the delivery.

**Together we will deliver Te Tiriti o Waitangi honouring respite care for people with Mate Wareware/Dementia, where whānau and care partners/supporters are an integral part of improving health and wellbeing outcomes with the Whaiora. We will support Caregivers to have reduced stress and increased ability to remain in their care giving role, to acquire skills that help them reduce their stress and provide better self-care. All involved have fun and enjoyment.**

Key Relationships	Purpose of interaction
<b>Internal</b>	
Homeshare Co-ordinator (if applicable)	Support, Communication and training, Induction
Area Manager	Regional Leadership and communication
Volunteer Regional Advisor	Support with Volunteer requirements, guidelines and processes and referrals

Other Staff	Open communication is promoted between everyone concerned with regards to the health and wellbeing of clients, staff and volunteers. This ensures that the quality of the service provided is optimised and everyone is valued.
Whānau/caregivers of the person with Dementia Mate Wareware	
Business Development Team	
People, Culture & Wellbeing Manager	
Kaiārahi (Cultural Advisor)	Provide support and reassurance. Interest stories that will promote the service and attract volunteers and referrals
	Employment queries and support for employees and volunteers
	Cultural competency and training regarding our obligations under the treaty and in line with PSUSI cultural strategy Functional contact and communications
<b>External</b> Clients	To provide a safe and welcoming and informative interaction
Community Referral organisations	Promoting the Dementia Mate Wareware Homeshare service informally to external community groups
Key contract stakeholders	

**KEY ACCOUNTABILITIES AND EXPECTED PERFORMANCE OUTCOMES**

<b>Key Accountabilities</b>	<b>Expected Performance Outcomes</b>
1. Hosting Enliven Clients	Acts as a Host to the clients providing: opportunities to socialise, engage in activities and exercise and to enjoy a meal with others <ul style="list-style-type: none"> <li>• Engages clients in conversation and encourages conversation amongst the group</li> <li>• Supports the clients with the activities as agreed on by the clients themselves</li> <li>• Promotes an element of exercise within the day such as a walk together</li> <li>• Provides morning tea and a nutritious meal</li> <li>• Able to commit to a weekly Homeshare day programme from approximately 10.00am-2.30pm</li> </ul>
2. Competency Training	<ul style="list-style-type: none"> <li>• The Host agrees to undergo training in order possess a competent understanding of the role of a Homeshare host and Dementia Mate Wareware.</li> <li>• Maintains a current comprehensive first aid certificate <i>(This will be paid for by Presbyterian Support)</i></li> </ul>

	<ul style="list-style-type: none"> <li>• Compliance with Health and Safety policies and procedures to ensure a Homeshare environment which is safe and addresses the health and wellbeing of clients</li> </ul>
3. Effective communication	<ul style="list-style-type: none"> <li>• Establishes a welcoming, positive rapport with clients, volunteers and staff</li> <li>• Maintains open and effective communication with the Homeshare Coordinator in the interests of running a safe, happy Homeshare environment</li> <li>• Reports any issues or concerns to the Co-ordinator</li> </ul>
4. Stays up-to-date with advancements in field and has a focus on professional development  Keen to learn and develop new skills.	<p>Participates in the Dementia Mate Wareware in-service education through the year.</p> <ul style="list-style-type: none"> <li>• Development opportunities are sought proactively for self</li> <li>• Development requirements are discussed with line manager for approval</li> <li>• Competence and skill level is maintained to perform role to highest ability</li> <li>• Maintains a good understanding of activities in other Dementia Mate Wareware HomeShare programmes across Te Waipounamou – to get ideas and share ideas.</li> <li>• Meets objectives set as annual performance reviews</li> </ul>
5. Actively participates and contributes to Health, Safety & Wellbeing in the workplace.	<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</li> <li>• Complies with Health and Safety policies, regulations and legislation</li> <li>• Takes responsibility for your own health and safety and ensures no action or inaction on your own part harms others in the HomeShare</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</li> </ul>
6. Attends to other duties as required	<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>

**Commented [JL1]:** Is this wording a bit full on for the type of person we are hoping to recruit. See my suggestion.

## PERSON SPECIFICATION

### Qualifications

Essential	Desirable
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<ul style="list-style-type: none"> <li>• An understanding of, interest in, and empathy with, people together with a desire to make a 'positive difference' in their lives</li> <li>• The ability to build rapport with people, have patience and understand people with dementia and their individual needs</li> <li>• Ability to maintain confidentiality and follow protocol when exchanging client information</li> <li>• Effective communication skills and an ability to work well in a team and support a group</li> <li>• Police vetting clearance</li> <li>• Commitment to the mission and values of Dementia Mate Wareware HomeShare service.</li> </ul> <p>Possess respect and value differences in beliefs, values and cultural practices</p>	<ul style="list-style-type: none"> <li>• Previous experience in working or interacting with a variety of people in a health and wellbeing setting</li> <li>• Understanding of older person's health including memory loss and dementia</li> <li>• Understands the Health and Safety regulations and legislation</li> <li>• Demonstrates an understanding of the principles of confidentiality</li> <li>• Working with vulnerable older persons a clean police vet is essential</li> <li>• Has awareness of the Treaty of Waitangi and an understanding of Maori unique beliefs, values and cultural practices. Uses the Collaboration resource 'Delivering equitable and Te Tiriti focussed Respite Care Services'.</li> </ul>
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#### Knowledge & Experience

Essential	Desirable
<ul style="list-style-type: none"> <li>• At least 2 years experience working with persons who have experienced dementia</li> <li>• Demonstrated experience working with similar client base and an understanding of the range of opportunities and challenges influencing this group</li> <li>• Demonstrated ability to respect and adheres to confidentiality and professional boundaries</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in working with Maori and Pacifica</li> <li>• Experience with and comfortable working with a person who has Dementia Mate Wareware</li> </ul>

#### Skills and Personal Attributes:

- Motivated and enthusiastic to make a difference
- Keen to learn more about Dementia Mate Wareware
- Genuine interest and empathy working with people with cognitive issues
- Able to take responsibility, show initiative and is punctual and self-motivated
- Able to work flexibly to provide services in a home based setting
- Organised and with an understanding of managing risks when working with people with dementia mate wareware
- Ability to manage confidential information with responsibility and integrity
- Commitment to ongoing professional development
- Ability to manage stress and handle emotional situations while retaining empathy

- Able to make sound, informed decisions based on services available and client needs
- Excellent interpersonal skills – ability to build rapport with clients, colleagues and stakeholders  
Have self-awareness of self – abilities and limitations
- Creative problem solving
- 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