



**Presbyterian Support**  
Upper South Island

**Position Description**

**HOMESHARE COORDINATOR**

**Department:** Enliven

**Location:** West Coast

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

**Direct Reports:** N/A

**ROLE DESCRIPTION**

The aim of this role is to coordinate and oversee the Homeshare programme on the West Coast including recruitment of hosts, training and support and monitoring and support of clients. The Homeshare programme offers small group day programmes hosted within a host's home, that meets the individual needs of a group of socially isolated older people from within the community. The programme has a focus on providing socialisation, meaningful activities, a nutritious meal, and exercise.

<b>Key Relationships</b>	<b>Purpose of interaction</b>
<b>Internal</b> Area Manager Kaiārahi  Finance Presbyterian Upper South Island (PSUSI) colleagues	Communication & Support Communication and advice to fulfil the obligations as a Treaty of Waitangi Partner. Liaison Liaison
<b>External</b> Clients and their families Referrers Community groups	Communication, support & advocacy Liaison Liaison

## KEY ACCOUNTABILITIES AND EXPECTED PERFORMANCE OUTCOMES

Key Accountabilities	Expected Performance Outcomes
<p>1. Manage the operation and delivery of the Home share programme</p>	<ul style="list-style-type: none"> <li>• Recruit, induct and manage appropriate Homeshare hosts to support the programme</li> <li>• Provide support and guidance to ensure hosts can provide a welcoming, comfortable, and relaxing environment for the service delivery.</li> <li>• Provide support and guidance to ensure hosts can deliver a programme that encourages and motivates clients to take responsibility for their own health and well being</li> <li>• Provide support and guidance to ensure hosts can maintain a programme that has a variety of meaningful and appropriate activities.</li> <li>• Ensure all hosts are inducted into the programme with the relevant safety checks, H&amp;S protocols and privacy standards for client information.</li> <li>• Ensure the availability of the of essential equipment for individual clients at the Home share programme.</li> <li>• Ensure hosts have the provision for the client information to be held securely at the Home share base according to the PSUSI policies.</li> <li>• Travel to Hokitika and Westport as required to maintain the West Coast programmes</li> </ul>
<p>2. Ensure that the service meets the individual goals of the clients and their families</p>	<ul style="list-style-type: none"> <li>• To understand the cultural and social requirements of each client and record and update these in the client's individual files.</li> <li>• Regularly review the client's Care Plan and ensure that the agreed goals and outcomes are being met.</li> <li>• Adjust and make any changes in agreement with the client, family, and relevant parties.</li> <li>• Identifying any gaps in client need and initiating new opportunities for the service</li> </ul>
<p>3. Maintains adequate administration required for the Homeshare programme</p>	<ul style="list-style-type: none"> <li>• Maintain the designated records and documentation and submit within the timeframes to the Area Manager.</li> <li>• Provide monthly reports and monthly invoices within the agreed given timeframes.</li> <li>• Ensure client details are kept securely and are up to date</li> </ul>
<p>4. Actively contributes to the sustainability of PSUSI services</p>	<ul style="list-style-type: none"> <li>• Protect and promote the PSUSI brand to ensure a positive reputation in the community</li> </ul>

	<ul style="list-style-type: none"> <li>• Support and actively contribute to fundraising and marketing initiatives when required.</li> </ul>
5. Volunteer Supervision and Support	<ul style="list-style-type: none"> <li>• Ensures safety, support and wellbeing of the Volunteers working in your team</li> <li>• Oversees the Volunteers duties and tasks to ensure that they are carried out in a safe and appropriate manner</li> <li>• Ensures professionalism and respect in all interactions with PSUSI Volunteers</li> </ul>
6. Stays up to date with advancements in field and has a focus on professional development	<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>• Meets objectives and targets as set out in the annual performance review.</li> </ul>
7. 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 always maintained</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 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 can apply emergency procedures</li> </ul>
8. 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>

## PERSON SPECIFICATION

### Qualifications

Essential	Desirable
<ul style="list-style-type: none"><li>• Full &amp; clean Drivers License</li><li>• A current First Aid Certificate</li></ul>	<ul style="list-style-type: none"><li>• Relevant Health qualification desirable</li></ul>

### Knowledge & Experience

Essential	Desirable
<ul style="list-style-type: none"><li>• Demonstrated experience working with similar client base and an understanding of the range of opportunities and challenges influencing this group</li><li>• Leadership experience including recruitment of staff and volunteers</li><li>• A strong commitment to individualised support and working in partnership with clients and whanau/family.</li><li>• Sound computer skills including the use of email, internet, and Microsoft applications (Word/Excel)</li><li>• Demonstrated ability to respect and adhere to confidentiality and professional boundaries</li></ul>	<ul style="list-style-type: none"><li>• Experience in working with Maori and Pacifica</li><li>• A working knowledge of community networks and resources</li><li>• Experience with planning, preparation and delivery of social programmes appropriate to the client group</li></ul>

### Skills and Personal Attributes:

- A strong commitment to the physical, mental, and social needs and the enhancement of the quality of the older people in the community.
- Highly organised with the ability to prioritise and meet expected deadlines
- 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
- Creative problem solving
- 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 and commitment to the principles of the Treaty of Waitangi