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## THE MARIANNE CAUGHEY SMITH PRESTON MEMORIAL REST HOMES TRUST BOARD

### STAFF JOB DESCRIPTION

<b>Job Title</b>		
Activities Coordinator		
<b>Reports to:</b> Occupational Therapy Services Manager		<b>Service/Unit</b> Care Services
<b>Employee's Name</b>		<b>Date</b>
<b>Main Purpose of the Job</b> To provide an innovative client centred Activities Service that enables each resident to participate in meaningful leisure activities that are appropriate for their level of ability.		
<b>KEY ACTIVITIES</b>	<b>KEY RESULT AREAS</b>	<b>PERFORMANCE MEASURES</b>
Delivery of a client centred activities service which meets current best practice standards.	<ul style="list-style-type: none"> <li>• Client family/whanau are included in the assessment and care planning process.</li> <li>• Individual activity plans are formulated for each client and identify appropriate activities according to client preference and ability.</li> <li>• A minimum formal documented review is undertaken at least six monthly, or more often as client needs indicate.</li> <li>• Activities Coordinator documents significant events in the client's progress notes appropriately.</li> <li>• Activities Coordinator provides relevant appropriate reports as required such as multidisciplinary reviews, respite care reviews or any such report/review as required by the multidisciplinary team.</li> <li>• Quality indicator data related to activities attendances is recorded accurately.</li> </ul>	<ul style="list-style-type: none"> <li>• Activities Assessment is completed within 3 weeks of admission and activities care plan formulated by Activities Coordinator.</li> <li>• A minimum of six monthly documented reviews are completed.</li> <li>• All documentation meets the standard of Caughey Preston Clinical Records Policy and Procedure and is evident in the client's chart.</li> <li>• Quality Indicator statistics are accurate.</li> </ul>
Provision of an innovative and stimulating activities programme that is variable and appropriately meets the needs of all clients within the unit regardless of physical or cognitive functional level.	<ul style="list-style-type: none"> <li>• The activities programme will encompass provision of intellectual, physical, social, creative, spiritual and sensory activities that are regularly reviewed and adjusted to meet the needs of clients in consultation with the Occupational Therapy Services manager.</li> <li>• Both group activities and individual sessions are provided.</li> </ul>	<ul style="list-style-type: none"> <li>• Weekly timetables monthly planners and yearly schedules are completed in consultation with Occupational Therapy Services Manager.</li> <li>• Care plans indicate both group and/or individual activities are provided for clients.</li> <li>• An appropriate selection of outings are arranged and facilitated.</li> </ul>

KEY ACTIVITIES	KEY RESULT AREAS	PERFORMANCE MEASURES
	<ul style="list-style-type: none"> <li>• Interactive community based outings are arranged and facilitated.</li> <li>• Regular appropriate, varied and stimulating entertainment is sourced and arranged.</li> <li>• Seasonal and festive theme activities and special events are organised and facilitated in consultation with clients and Occupational Therapy Services Manager.</li> <li>• Family/whanau and community participating is encouraged and promoted at all times within service delivery.</li> <li>• Activities coordinators provide positive welcoming environments that encourage client participation.</li> </ul>	<ul style="list-style-type: none"> <li>• A minimum of four varied entertainment sessions are planned and facilitated monthly.</li> <li>• A minimum of monthly theme activities (including festive events) are planned and facilitated, and the physical environment provides evidence of this.</li> <li>• Client satisfaction survey results evidence family/whanau and community participation in activities programme.</li> </ul>
<p>Service delivery will be provided in a manner which supports client safety requirements at all times.</p>	<ul style="list-style-type: none"> <li>• Activities Coordinators will at all times adhere to Caughey Preston policy &amp; procedures as documented in the site-wide policy &amp; Procedure manuals.</li> <li>• Adhere to the Clients Code of Rights.</li> <li>• Ensure equipment is used correctly.</li> <li>• Ensure that equipment is maintained in good working order.</li> <li>• At all times work in accordance with Health &amp; Safety policies and procedures.</li> <li>• Activities Coordinators need to be familiar with current health status and care requirements of all clients.</li> </ul>	<ul style="list-style-type: none"> <li>• Care delivery meets Caughey Preston policy/procedure at all times.</li> <li>• Care delivery at all times meets internal auditing requirements. Client satisfaction surveys reflect adherence of policies and procedures.</li> <li>• Activities Coordinators can verbalise client's care and safety requirements at all time.</li> </ul>
<p>Activities Coordinators form part of the multidisciplinary team approach to care delivery.</p>	<ul style="list-style-type: none"> <li>• Activities Coordinators review and attend client multidisciplinary care reviews.</li> <li>• Attend local service meetings.</li> <li>• Attend facility wide Occupational Therapy/Activities service meetings.</li> <li>• Demonstrate excellent communication systems.</li> <li>• Promote and include all members of the multidisciplinary team in activities and themes.</li> </ul>	<ul style="list-style-type: none"> <li>• Multidisciplinary reviews are documented in clients chart.</li> <li>• Meeting agenda's reflect activity staff input.</li> <li>• Activity timetables are clearly communicated to multidisciplinary team and clients.</li> <li>• Liaise with all staff to ensure that clients attend their planned activities.</li> <li>• Act as a role model to all clinical staff in the provision of social activities to client.</li> </ul>

KEY ACTIVITIES	KEY RESULT AREAS	PERFORMANCE MEASURES
To maintain professionalism and profession accountability in the provision of care delivery	<ul style="list-style-type: none"> <li>Participate in Diversional Therapy Training Course.</li> <li>Attend bimonthly Activities Coordinators Inservices</li> <li>Attend Caughey Preston Inservice sessions</li> <li>Receive clinical supervision from the Occupational Therapy Services Manager.</li> <li>Role model high personal standards and behaviour.</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of formal Diversional Therapy training in progress or completed).</li> <li>Training records reflect attendance at inservice sessions.</li> <li>Evidence of supervision via service meeting minutes.</li> <li>Performance appraisal reflects professional approach to care delivery.</li> </ul>
To promote and demonstrate continuous quality improvement at all times in service delivery.	<ul style="list-style-type: none"> <li>To participate in collection of quality indicator data.</li> <li>To participate in audits and surveys.</li> <li>To actively participate in the development and review of applicable policies and procedures.</li> <li>To identify short falls in service delivery and take appropriate corrective action in consultation with the Occupational Therapy Service Manager.</li> </ul>	<ul style="list-style-type: none"> <li>Monthly statistics are collected and reported appropriately</li> <li>Assist clients with completion of satisfaction surveys where required.</li> <li>To demonstrate input into formation and review of policies and procedures.</li> <li>Evidence of corrective action reports forwarded to Quality/Health/Safety Coordinator</li> </ul>

Key Skills The core skills I need to have	Expected Results What I have to do
<b>Client Focus</b> Always focusing on our individual client's needs	<ul style="list-style-type: none"> <li>Make clients feel important</li> <li>Treat clients with respect</li> <li>Respect clients' privacy</li> <li>Be polite and friendly to clients</li> <li>Help to solve clients' problems</li> <li>Encourage clients' problems</li> <li>Handle difficult clients well and seek assistance, if required</li> <li>Respond to clients' requests.</li> </ul>
<b>Teamwork and Communication</b> Working together to build strong teams and good relationships	<ul style="list-style-type: none"> <li>Actively participate as a team member</li> <li>Encourage and support co-workers – go the extra mile to help out in times of need.</li> <li>Respect and value others and their opinions and tasks</li> <li>Recognise and encourage your own team's efforts</li> <li>Express disagreement with others tactfully and politely</li> <li>Assist in orientating new staff</li> <li>Participate willingly in staff meetings and on committees, as required</li> </ul>
<b>Excellence and Improvement</b> Having a commitment to excellence and continuous improvements in all our work areas	<ul style="list-style-type: none"> <li>Identify opportunities for improvements in processes and procedures</li> <li>Attend regular inservice training</li> <li>Participate in quality improvement activities</li> </ul>
<b>High Personal Standards</b> Behaving in a way that reflects professionalism, integrity and honesty at all times	<ul style="list-style-type: none"> <li>Present in a neat and tidy manner</li> <li>Be punctual and reliable</li> <li>Be honest and open</li> <li>Express a positive attitude</li> <li>Show consideration for others</li> <li>Follow instructions and policies and procedures</li> <li>Be reliable – complete tasks without constant supervision</li> <li>Maintain confidentiality</li> </ul>
<b>Health and Safety</b> Everyone having a personal commitment to ensuring a safe and healthy workplace	<ul style="list-style-type: none"> <li>Understand and follow all employee health and safety responsibilities</li> <li>Use required equipment safely and report any faults promptly</li> <li>Report incidents, accidents and near misses promptly</li> <li>Attend fire safety lecture annually</li> </ul>

<b>Key Relationships</b>		
<b>External</b>	<b>Internal</b>	<b>Committees/Groups</b>
Families/Whanau Community agencies	<ul style="list-style-type: none"> <li>• Clients</li> <li>• Multidisciplinary Team</li> <li>• Paramount Service</li> <li>• Catering staff</li> </ul>	<ul style="list-style-type: none"> <li>• Facility Wide OT meeting</li> <li>• Activities Assistant inservice group</li> </ul>
<b>Qualifications, Experience, Skills and Attributes</b>		
Qualifications, Experience and specific Skills and Attributes <ul style="list-style-type: none"> <li>• Diversional Therapy course – or commitment to undertake training</li> <li>• Excellent communication and interpersonal skills</li> <li>• Good team member</li> <li>• Current clean drivers license</li> <li>• Previous experience in the provision of care for older people preferred.</li> </ul>		
<b>Core Skills (refer key skills above)</b>		
<ul style="list-style-type: none"> <li>• Client Focus</li> <li>• Teamwork and Communication</li> <li>• Excellence and Improvement</li> <li>• High Personal Standards</li> <li>• Health and Safety</li> <li>• First Aid Certificate/CPR</li> <li>• Experience as a facilitator, care giver, healthcare assistant or instructor</li> </ul>		

**Employer's Signature**..... **Date**.....

**Employee's Signature**..... **Date**.....