



**Presbyterian Support
Central**



Position Description

Role Specification			
Role Title:	Team Leader - Recreation		
Business Unit:	Enliven Residential	Location:	Enliven Homes

Reports to: (role title)	Home Manager
Direct reports: (role titles)	Recreation Officers

Purpose of the role (What the role does; how the role contributes to the organisation goals)

To plan and facilitate individual resident’s recreation plan and recreation programme for Enliven residential and / or day programme clients (as applicable). To provide supervision of recreation staff and coordination of volunteers.

Enliven Residential is a not-for-profit service specializing in the support of older people. The **Eden Alternative** is an exciting concept 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 Accountabilities (Key activities, tasks and outcomes to be achieved)

Oversight of Recreation Programmes

- Ensure programme follows the Eden Alternative principles to support residents/clients to eliminate boredom, helplessness and loneliness

Resident/Client Service Delivery

- Actively contributes to business and operational planning to maximise potential of the recreational programme
- Provides quality recreation service delivery for residents and/or day care clients as applicable
- Adheres to Enliven Policy: Recreation for resident assessment, plan, evaluation, review and implementation
- Ensure resident access to activities 7 days per week from 10 am to 7 pm
- Adheres to Enliven Day Care Policy (if providing Day Activity Support Services)

Driving and Transportation of residents/clients

- Adheres to PSC/Enliven Policies for transportation of residents, use of PSC motor vehicles and driving fatigue

Volunteer Coordination

Initials: _____

- Recruits and coordinates volunteers

Quality and Compliance

- Operates within PSC and Enliven's policies and procedures, mission statement and goals
- Participates in and contributes within the Senior Team to quality improvement initiatives
- Provides high level customer service
- Ensures that the standard of service delivery is maintained and client's needs are met

Financial Management

- Ensures all resources are used appropriately and in a cost effective manner
- Actively demonstrates the ability to balance the needs of the residents against the needs of the business

Risk Management

- Risk Management is conducted in a professional proactive manner in order to minimise any undue exposure

Recreation Staff Management and Leadership

- Recruits new recreation staff with Facility Manager input
- Provides daily supervision of all recreation staff
- Provide leadership to the recreation staff
- Actively supervises the day-to-day running of the recreation programme and recreation team (across facilities where relevant), including daily task allocations
- Orientate, train, support and coach all recreation staff in the requirements of their roles
- Assist the Facility Manager to complete recreation staff appraisals
- Manage the recreation roster to ensure that all shifts are filled by staff on duty with the appropriate skill mix to meet operational needs

Relationship Management

- Actively participates as a member of the senior team and promotes a team spirit and environment
- Maintains positive and productive working relationships
- Attends Senior Team Meetings

Professional Development

- Maintains own professional knowledge, competence and demonstrates leadership through own professional development

Other Duties

- Performs any other general duties as required by Management

Health and Safety

- Complies with responsibilities under the Health & Safety at Work Act (HSWA) 2015
- Has read and understood the PSC Health & Safety manual.
- Proactively reports any hazards on site
- Proactively reports any incidents or Injury
- Must report at an early stage any signs of stress, pain or discomfort

Core competencies

Initials: _____

Competent performance in the role requires demonstration of the following competencies. These competencies provide a framework for selection and development.

Teamwork

- Develops constructive working relationships with other team members
- Has a friendly manner and a positive sense of humour
- Works cooperatively - willingly sharing knowledge and expertise with colleagues
- Shows flexibility - is willing to change work arrangements or take on extra tasks in the short term to help the service or team meet its commitments
- Supports in word and action decisions that have been made by the team
- Shows an understanding of how one's own role directly or indirectly supports the work of wider team

Quality and Innovation

- Provides quality service to those who rely on one's work
- Looks for ways to improve work processes - suggests new ideas and approaches
- Explores and trials ideas and suggestions for improvement made by others
- Shows commitment to continuous learning and performance development

Taking Responsibility

- Is results focussed and committed to making a difference
- Plans and organises work, allocating time to priority issues, meeting deadlines and coping with the unexpected
- Adjusts work style and approach to fit in with requirements
- Perseveres with tasks and achieves objectives despite obstacles
- Is reliable - does what one says one will
- Consistently performs tasks correctly - following set procedures and protocols

Communication

- Practises active and attentive listening
- Explains information and gives instructions in clear and simple terms
- Willingly answers questions and concerns raised by others
- Responds in a non-defensive way when asked about errors or oversights, or when own position is challenged
- Is confident and appropriately assertive in dealing with others
- Deals effectively with conflict

Functional/technical skills

- Has the functional and technical knowledge and skills to do the job at a high level of accomplishment

Person Specification

Key job requirements

Qualifications

Essential Professional Qualifications / Accreditations / Registrations

- Current National Certificate in Diversional Therapy
- Current driver's license and prepared to drive the Facility van
- Current First Aid Certificate

Registrations

Initials: _____

- Nil

Accreditations

- Nil

Experience

- Minimum 5 years experience in leading a team of recreation staff and/or recreation programme.
- Computer skills
- Proven abilities in development of, documentation and in auditing recreation programmes
- Commitment to effective recreation programme planning
- Demonstrate a high standard of personal hygiene and appearance

Other

- Nil

Treaty of Waitangi

Enliven, Presbyterian Support Central is committed to working in a multi-cultural way and affirms the place of Maori as Tangata Whenua and seeks to actively promote the spirit of equality and partnership inherent in the Treaty of Waitangi.

The role description will be reviewed regularly in order for it to continue to reflect the changing needs of the organisation. Any changes will be discussed with the position holder before being made. Annual objectives and performance measures will be set each year during the annual performance planning and development meeting.

I have read this job description and accept it.

Signed: Date:

Employee's Name:

Prepared by: (Name and position)		Date:	
Approved by: (Name and position)		Date:	

Initials: _____