

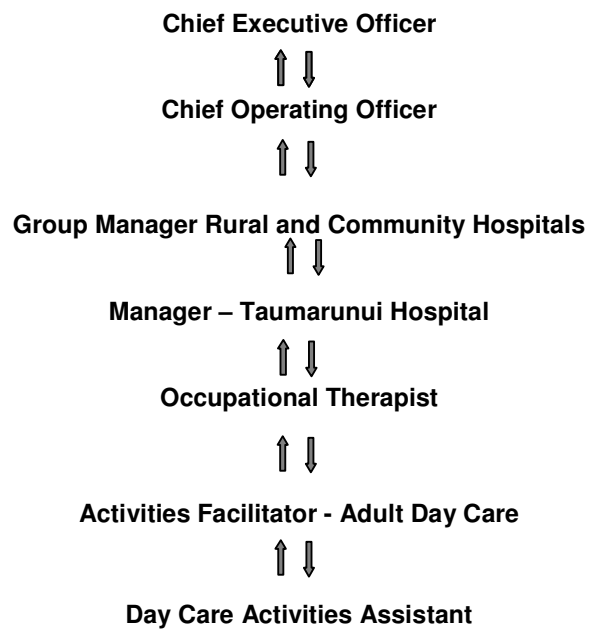
Community Services
Position Description

Position Title: Activities Facilitator - Adult Day Care
Taumarunui Community Hospital & Healthcare Centre

Responsible to: Occupational Therapist - Taumarunui

Prepared/Reviewed:

Place in Organisation



Position Holder's Name : _____

Position Holder's Signature : _____

Manager's Name : Don Hall _____

Manager's Signature : _____

Date : _____

Purpose of the Position

- To support the delivery of individualised Occupational Therapy/Day Care programme to designated patients following a “Referral Plan” from Disability Support Link.
- Responsible for the ongoing administrative functioning of the Adult Day Care service.
- Assists with retraining in activities of daily living for patients.
- To encourage clients within the hospital and community settings to utilise their abilities and their environment to the maximum, using the occupational therapy process.
- Promotion of health and well being within the community, in which partnership with people and organisations are valued and shared responsibility.

Purpose of the Position

| <i>Accountabilities</i> | <i>Performance Measures</i> |
|--|---|
| <ul style="list-style-type: none"> ○ Under the direction and supervision of the registered Occupational Therapist. ○ Complying with legislation, Waikato DHB, divisional and service specific policies and procedures. | <ul style="list-style-type: none"> ○ Regular weekly documented meetings ○ Attendance in compliance documented on the monthly report |

Adult Day Care Facilitator Function

| <i>Accountabilities</i> | <i>Performance Measures</i> |
|---|---|
| <ul style="list-style-type: none"> ○ Assists with retraining the routine activities of daily living rehabilitation patients ○ Reviews the Day Care specific procedures and guidelines with the Occupational Therapist on an annual basis. | <ul style="list-style-type: none"> ○ Has received education and training regarding OT/Day Care assistant functions and has demonstrated competency ○ Liaises with: <ul style="list-style-type: none"> ➢ Day Care Staff and volunteers ➢ The registered Occupational Therapist ➢ Other members of the team, e.g. dietician, physio, nurses ○ Practice forms part of the multidisciplinary approach to rehabilitation <ul style="list-style-type: none"> ➢ Are customer focused ➢ Allow for individual patient care ○ Ensures patient privacy and safety ○ Reports any changes or concerns regarding the patient to the Inpatient Nurse Co-ordinator or Occupational Therapist ○ Completes other agreed documentation requirements ○ Liaises as requested with District Nurses and GPs re patients progress, discharge planning and admission to Day Care ○ Works with the team to enable patients safe and successful discharge to independent living at home ○ Assist as requested in an emergency ○ Complies with requirements regarding <ul style="list-style-type: none"> ➢ Cultural needs ➢ Incident and accidents ➢ Hazard management ➢ Code of Rights ➢ Health Information Privacy Code ➢ Infection Control ○ Attends compliance sessions for requirements such as Fire, CPR |

| Purpose of the Position | |
|-------------------------|--|
| <i>Accountabilities</i> | <i>Performance Measures</i> |
| | <ul style="list-style-type: none"> ○ Maintains confidentiality at all times |

Activities Facilitator

| Accountabilities | Performance Measures |
|---|--|
| <ul style="list-style-type: none"> ○ Organising client meetings on a regular annual basis – around the date of receipt of the Service Co-ordinator's Referral Plan from Disability Support Link ○ Completes the initial interviews with new clients and writes the "individual care plan" and reviews on an annual basis. ○ Actively seeks volunteers and follows the Waikato District Health Board Volunteer Policy/Procedure | <ul style="list-style-type: none"> ○ Utilises prescribed equipment to maximise independence, e.g. raised toilet seats, dressing aids, hand rails, bath boards/shower stool, adapted cutlery ○ Assists with the range of OT programmes ○ Assisting with patients exercise and mobility programmes which may include: <ul style="list-style-type: none"> ➢ Assisting patient to get up ➢ Mobilising patient with designated walking aids (according to the physiotherapist's instructions) ➢ Use moving and handling techniques (as directed by Occupational Therapist) ➢ Assisting as directed in fall prevention and in the event of a fall ➢ Assisting with reality orientation programmes for those with mild recoverable memory loss |

Health & Safety

| <i>Accountabilities</i> | <i>Performance Measures</i> |
|---|---|
| <ul style="list-style-type: none"> ○ Attends the monthly Continuous Improvement Meeting ○ Monthly report to Occupational Therapist ○ To participate in and comply with the requirements of the Health & Safety in Employment Act 1992 and associated Waikato DHB guidelines, policies and procedures | <ul style="list-style-type: none"> ○ Work practices ensure safety for self and others ○ Advice or assistance is sought before commencing an unfamiliar work practice ○ Hazards are identified, control plans documented, and hazards eliminated, minimised or isolated ○ Comply with Waikato DHB incident reporting policy ○ Emergency management procedures and compulsory / compliance education and training completed. |

Risk Minimisation

| <i>Accountabilities</i> | <i>Performance Measures</i> |
|-------------------------------------|---|
| To participate in Risk Minimisation | <ul style="list-style-type: none"> ○ Potential work related and clinical risks for the service / Organisation are recognised |

| Risk Minimisation | |
|-------------------------|---|
| <i>Accountabilities</i> | <i>Performance Measures</i> |
| | and appropriate action taken including documentation, reporting and follow-up |

| Continuous Improvement | |
|--|---|
| <i>Accountabilities</i> | <i>Performance Measures</i> |
| <ul style="list-style-type: none"> ○ To participate in Continuous Improvement initiatives | <ul style="list-style-type: none"> ○ Attends the monthly Quality Meeting ○ Contributes to continuous improvement by involvement in : <ul style="list-style-type: none"> ➢ Identifying improvement opportunities ➢ Planning ➢ Doing ➢ Measuring ➢ Documenting ➢ Feedback and ➢ Follow-up ○ Utilises up-to-date information / data to improve practice(s) ○ Supports customer service initiatives |

| Team Member | |
|---|---|
| <i>Accountabilities</i> | <i>Performance Measures</i> |
| <ul style="list-style-type: none"> ○ Individual responsibilities actions and contributions enhance the success of the area/service/team and division ○ Treaty of Waitangi ○ Equal Employment Opportunities (EEO) | <ul style="list-style-type: none"> ○ Maintains a current knowledge of relevant issues, trends and practices ○ Behaviour demonstrates cultural appropriateness ○ Complies with Waikato DHB policies, procedures and guidelines ○ Builds and maintains productive working relationships ○ Participates as a member of designated group(s) ○ Values individual effort, innovation and creativity ○ Works in a way that demonstrates : <ul style="list-style-type: none"> ➢ Partnership and shared decision making with Māori ➢ Participation and consultation with Māori ➢ Protection of Māori needs, values and beliefs ○ Individual(s) contribute to the service, division and Organisation ○ Demonstrates and encourages behaviour that recognises and is consistent with EEO principles and practices |

| Personal & Professional Development | |
|--|--|
| <i>Accountabilities</i> | <i>Performance Measures</i> |
| <ul style="list-style-type: none"> ○ Assumes responsibility for personal and professional / work education and development ○ Provides education to staff if requested ○ Participates in projects as requested | <ul style="list-style-type: none"> ○ Maintains and/or extends knowledge and skill base required for effective performance ○ Identifies any learning needs ○ Negotiates with management to attend appropriate education and training ○ Participates in own performance review annually ○ Involved in orientation and post registration new graduates programme ○ Involved in projects as relevant to area of expertise ○ Gerontology ○ Falls/risks ○ Wanderer risk |
| <ul style="list-style-type: none"> ○ The staff member will perform such other duties as reasonably required by the manager in accordance with the conditions of the position | <ul style="list-style-type: none"> ○ That all other additional duties are performed in an efficient manner, to the required standard and within a negotiated timeframe. |

Problem Complexity

- The position holder will be responsible for delivering a Day Care service reflective of current standards of practice.
- The position holder will advise management on issues and trends relating to best practice and the impact of risk to the company.

Scope for Action

- Delivery of Day Care services to client groups working collaboratively with client, Family Multidisciplinary members and others as appropriate. Will schedule their own workload and make some decisions in isolation.
- The position holder is responsible for identifying opportunities for development both internally and externally and providing recommendations to the Manager, Taumarunui Hospital and Family Health Team.
- Will work collaboratively with the Manager, Taumarunui Hospital and Family Health Team to ensure contractual requirements are met. Must take cognisance of legal responsibilities with regard to practice within Disabled Persons Community Welfare Act.

Relationships

- Internal :**
- Health Waikato personnel
- External :**
- Clients and significant others
 - GPs
 - Educational institutes
 - Disabled organisations

- Funding agencies
- Field workers in relevant agencies

Person Specifications

Training and Experience

- Essential :**
- Experience working with the elderly to promote independence
 - Efficient organisational skills
 - Effective communication, verbal and written
- Desirable :**
- Knowledge of where to seek information to get fresh ideas for activities
 - Understanding of rehabilitation concept

Competencies

- Essential :**
- Good organisational skills
 - Aware of Culturally appropriate practices
 - Excellent communication skills with a variety of different people
 - Ability to work effectively within a diverse work force
 - Ability to plan programmes and activities
 - Ability to prepare documentation for reporting purposes
 - Ability to function in a flexible team environment
 - Friendly and professional manner showing empathy & understanding
 - Confident communicator in a variety of settings
 - Neat and tidy appearance
 - Patient and sensitive to patients needs
 - Maintains confidentiality at all times.
 - Ability to participate in Continuous Quality Improvement and adaptable to change
- Desirable:**
- Self motivated and reliable
 - Creative ability
 - Cheerful disposition

Scope of Practice

- The Scope of Practice for Occupational Therapy/Adult Day Care Assistant Activities Facilitator is defined but not limited to the following Professional, Organisational, Service Specific and National documentation, legislation and regulations and refers to the clinical boundaries within which the Activities Facilitator may provide care to the client

- Waikato DHB Policies and Procedures and other relevant documentation
- Waikato DHB Credentialling Process and Policy
- Clinical Governance Framework
- NZ Health Strategy
- NZ Disability Strategy
- Privacy Act 1993
- Code of Health and Disability Services [Consumers Rights] Act 1996
- Health and Safety in Employment Act 1992

Physical Requirements

- The following denote the key physical requirements for the job
 - Standing
 - Walking
 - Sitting
 - Stairs
 - Simple Grasping
 - Fine Manipulation
 - Operating Machinery/Equipment
 - Lifting/overhead reaching
 - Carrying
 - Pushing/pulling
 - Twisting
 - Climbing/Balancing
 - Crouching/squatting
 - Manual handling of people
 - Other reaching

Cash Handling

The handling of cash is a requirement of this position