

POSITION TITLE: Diversional Therapist

POSITION SUMMARY:

This position will have overall responsibility for the design, implementation, evaluation, review and oversight of a balanced and varied engagement programme that provides residents with opportunities for choice, variety, spontaneity and opportunities to contribute, that enhance their overall quality of life. This position will also lead and supervise the caregivers and care partners in the delivery of the programme and will support the volunteers.

This is a key role in ensuring that the individual resident is at the centre of everything we do and guides our care staff with the implementation of the Model of Care / The Selwyn Way relating specifically to the 'engagement in life' programme.

Key Accountabilities	Measure
<p>Activities Programme</p> <p><u>Leadership:</u> In consultation with the Group Diversional Therapist, the Care Manager and/or your direct manager:</p> <ul style="list-style-type: none"> Plan and design a balanced and varied engagement in life programme that meets residents' needs, interests and abilities. This could be within Rest home, Hospital, Memory Support Home and/or Independent Living. Plan and design one-on-one interactions for those residents who are unable to participate in group-based activities; Ensure the programme incorporates family, community, and cross-village involvement in activities; Together with the Group Diversional Therapist provide forward planning that incorporates special events during the year; Provide appropriate supervision of programmes; Research and organise a range of value-add external entertainment opportunities; Promote appropriate motivation techniques to ensure resident participation; Implement systems and processes to monitor, evaluate and review programme effectiveness, both group-based and individual; Manage the activities programme budget in consultation with your manager. <p><u>Delivery:</u> Supervise delivery of the programmes in accordance with agreed guidelines:</p> <ul style="list-style-type: none"> Implement the programmes and ensure residents' needs are met with understanding, dignity and respect; 	<ul style="list-style-type: none"> Feedback from residents and their families Feedback from Group Diversional Therapist and colleagues Level of resident participation at activities Attendance at various events Audit results of resident activities plan Evidence that planned programmes are implemented within agreed budget Co-operation observed
	<ul style="list-style-type: none"> Feedback from residents and their families

<ul style="list-style-type: none"> • Implement one-on-one interactions as appropriate; • Acquire appropriate supplies and resources, within agreed budget and in consultation with your manager; • Contact Group Diversional Therapist for assistance as required; • Create and maintain an inventory of resources. 	<ul style="list-style-type: none"> • Purchasing is within budget • Adequate resources are available
<p>Supervision and Team Development</p> <ul style="list-style-type: none"> • Lead, supervise and coach the caregivers and care partners in the delivery of the programme, involving them and residents in the programme's review and evaluation. • Where applicable, support and guide Resident Hospitality in the delivery of the programme to Independent Living residents. • Ensure new team members receive adequate orientation, guidance and support. • Manage the teams' performance, through education, support and guidance. • Participate in completion of appraisals. 	<ul style="list-style-type: none"> • Feedback from team members and manager
<p>Co-ordinate Volunteers</p> <ul style="list-style-type: none"> • Establish a positive working relationship with the Volunteer Programme Manager and volunteers. • Support and promote the Volunteer Programme within the team. • In liaison with the Volunteer Programme Manager, and following standard procedure, participate in the recruitment of volunteers as requested; • Enable the care partners and caregivers to support the integration of volunteers into the Care Home. • Monitor volunteers and ensure they adhere to the programme and role guidelines. • Discuss matters in relation to volunteers with the Volunteer Programme Manager. 	<ul style="list-style-type: none"> • Feedback from Volunteer Programme Manager, volunteers, residents and team members • Volunteer files confirm compliance with regulations & Foundation SOP's
<p>Documentation and Reporting</p> <ul style="list-style-type: none"> • Oversee the 'engagement in life' programme and in consultation with team members ensure documentation for each resident is up-to-date. • Provide a report to the Group Diversional Therapist on a monthly basis covering an overview of all programmes etc. • Provide accurate reporting and analysis, as required • Report any concerns immediately to your manager as required. • Attend meetings and forums as scheduled. 	<ul style="list-style-type: none"> • Audit results • Quality of reports • Attendance at meetings

<p>Culture</p> <ul style="list-style-type: none"> • Demonstrate behaviour and communication style that reflects commitment and knowledge of the Selwyn Foundation Group's mission, values and goals; • Ensure good relationships are maintained with management, residents and staff. 	<ul style="list-style-type: none"> • The Selwyn Way is reflected through actions and behaviour • Feedback for peers, Manager and Customers
<p>Compliance & Quality Improvement</p> <ul style="list-style-type: none"> • Ensure familiarity and compliance with Foundation policies, standard operating procedures (SOP's) and best practice; • Maintain the confidentiality of residents, clients, staff and the business of the Selwyn Foundation Group at all times; • Implement the quality management system including a focus on continual improvement and achieving workplace objectives; • Participate in the internal audit programme relevant to the area of work. 	<ul style="list-style-type: none"> • Incident reporting • Feedback from peers, Manager and customers • Resident satisfaction • Audit results
<p>Personal Care & Development</p> <ul style="list-style-type: none"> • Maintain an acceptable standard of personal presentation as appropriate for the role • Take responsibility for own professional growth and development and maintain a working knowledge of all relevant operational matters; • Maintain a thorough working knowledge of software programmes pertaining to this position; • Attend any scheduled training sessions as required for this position; 	<ul style="list-style-type: none"> • Initiative observed with regards to professional development • Up-to-date knowledge is evident through daily performance • Attendance at scheduled training sessions is documented
<p>Health & Safety</p> <p>Personal Health and Safety</p> <ul style="list-style-type: none"> • Take care - do nothing in your work that will expose you or others to harm. • Knowledge is power - know and follow the health and safety policies and procedures Selwyn has put in place to control risks in your workplace. • Be aware - of and speak up and do something about things you see that could cause harm – waiting until someone is hurt is not how we want to do things at Selwyn. • Turn up for work fit for work – with adequate rest, free of infection and free of any substance that could impair your judgment. <p>Health and Safety procedures</p> <ul style="list-style-type: none"> • Always follow the safe work procedures, guidelines, instructions and standards associated with your role. Don't take shortcuts. 	<ul style="list-style-type: none"> • Proactive support of Health & Safety in daily actions • Incidents are reported • Hazards and risks are managed

<ul style="list-style-type: none"> Advise your manager of any near miss or incident involving actual or potential harm to yourself, a colleague, resident or visitor If you see an unsafe situation or any other hazard, report it. 	
Other <ul style="list-style-type: none"> Support management as requested; Assist on outings as required, incl flexible hours and driving the van if necessary; Undertake other relevant duties as required by your manager, following consultation with you 	<ul style="list-style-type: none"> As observed and reported

Qualifications and Experience:

- Proven experience in recreation roles within aged care
- Registered and Qualified Diversional Therapist
- Intermediate to advanced knowledge of MS Office applications
- Must hold a current full driver's licence

Core Competencies:

At all times, employees will respect and promote the organisation's values of faith, independence, care and wellness (The Selwyn Way). This will be reflected in each of these competencies through your actions and behaviours.

Customer Focus	Makes residents and their needs a primary focus of one's actions; developing and sustaining productive relationships and demonstrating a clear concern for the health, safety and wellbeing of others.
Creative Thinking	Thinks with originality, showing imagination and the ability to discover new approaches.
Developing strategic relationships	Using appropriate interpersonal styles and communication methods to influence and build effective relationships with others (e.g. residents, families, peers, employees and external providers and suppliers). Demonstrates focused listening skills.
Drive for results	Sets high goals for personal and group accomplishment; using measurement methods to monitor progress toward goal attainment. Continuously strives towards quality improvement, promotes a commitment to excellence and guides others to accomplish work objectives to meet the standards set.
Passion for role/industry	Demonstrates a dedicated work approach, which reflects genuine interest for the work and future of the organisation. Seeks knowledge to enhance competence.
Coaching and Developing others	Advising, assisting, mentoring and providing feedback to others to encourage and inspire the development of work-related competencies and long-term career growth.
Composure	Is reliable; remains calm under pressure; is tolerant with people and processes; does not become defensive or irritated or show frustration.

Managing own Workload	Takes responsibility for own performance, timekeeping and outcomes, adjusting priorities appropriately and planning for contingencies. Complies with standard operating procedures and quality measures.
Accommodating Change	Supports different and innovative approaches introduced to improve the organisation's effectiveness; showing willingness to modify current practices. Remains open to ideas offered by others.
Teamwork	Works together and co-operatively to achieve common goals. Accepts direction, supports others and offers assistance as appropriate.

Functional Relationships:	
<u>Internal</u> Group Diversional Therapist Diversional Therapists Resident Hospitality Snr Care Manager and Care Managers Residents Other Staff Volunteers Management	<u>External</u> Resident families Suppliers and providers of goods and services Community

Acknowledgement:	
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Job Holder Name	Manager's Name
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Job Holder Signature	Manager's Signature
_____	_____
Date	Date