

## **POSITION DESCRIPTION**

**Canterbury**

District Health Board

Te Poari Hauora o Waitaha

### **Ashburton & Rural Health Services**

This Position Description is a guide and will vary from time to time and between services and/or units to meet changing service needs

April 2020

The Canterbury District Health Board is committed to the principles of the Treaty of Waitangi and the overarching objectives of the New Zealand health and disability strategies.

#### **Organisational Vision**

The CDHB's vision is to improve the health and wellbeing of people living in Canterbury.

#### **Organisational Values**

- Care and respect for others
- Integrity in all we do
- Responsibility for outcomes

**POSITION TITLE:** Elizabeth Street Day Centre Assistant/Diversional Therapist

**RESPONSIBLE TO:** Director of Nursing via Day Centre Co-ordinator

**REPORTS ON A DAILY BASIS TO:** Day Centre Co-ordinator

#### **PRINCIPAL OBJECTIVES**

The principal objectives of this position are:

1. To assist the Co-ordinator in quality care of the Day Centre member.
2. To maintain an environment conducive to the welfare of members, staff and volunteers.
3. To facilitate and lead activities for members to undertake while attending Day Centre.

#### **FUNCTIONAL RELATIONSHIPS**

##### ***Internally***

Nursing staff of Ashburton Health Services, administrative staff and colleagues, NASC Co-ordinator.

##### ***Externally***

Families/whanau, volunteers, drivers, General Practitioners, members of the public.

**KEY PERFORMANCE OBJECTIVES:**

<b>Task</b>	<b>To demonstrate a member focus in all Day Centre activities and actively promote and participate in providing an exceptional service for members.</b>
<b>Expected Result</b>	<ul style="list-style-type: none"> <li>• Ensure all actions are member focused.</li> <li>• Participate in learning opportunities for provision of a quality service.</li> <li>• Be an excellent role model for Elizabeth Street Day Centre</li> </ul>
<b>Task</b>	<b>To provide care under the supervision of the Co-ordinator; implement appropriate activities as groups and individuals need; give information relevant to the member's conditions to the Co-ordinator and refer requests for information of members' health to the Co-ordinator.</b>
<b>Expected Result</b>	<ul style="list-style-type: none"> <li>• Ensure care is in accordance with the Code of Health and Disability Services Consumers Rights obligations, embodying Treaty of Waitangi.</li> <li>• Maintain confidentiality of information as per Ashburton &amp; Rural Health Services (A&amp;RHS) policies and the Health Information Privacy Code.</li> <li>• Discuss any concerns with the Day Centre Co-ordinator/Deputy.</li> <li>• Carry out health care orders in conformity with A&amp;RHS policies and legal limitations. Orders not in accordance with professional accountability are questioned and, if necessary, refused.</li> <li>• Be able to plan, facilitate, lead and support members in diversional activities, e.g. craft work, games, social interaction within groups. Encourage participation by members in these activities.</li> <li>• Give written and verbal reports which are concise, accurate and in accordance with A&amp;RHS policies and procedures.</li> <li>• Refer requests for information on members' health to the Day Centre Co-ordinator.</li> </ul>
<b>Task</b>	<b>To assist in maintaining a working environment conducive to safe care.</b>
<b>Expected Result</b>	<ul style="list-style-type: none"> <li>• Support other staff by sharing workload.</li> <li>• Recognise and remove possible hazards, ensuring hazards which cannot be removed are reported to Day Centre Co-ordinator verbally and documented, via Safety 1st.</li> <li>• Is mindful of Occupational Safety and Health legislation and practices.</li> <li>• Check the physical layout of Day Centre is tidy and equipment is stored appropriately.</li> <li>• In the Day Centre environment, provide security for members' clothing and valuables by documenting and storing according to A&amp;RHS policies and procedures.</li> <li>• Understand and work to A&amp;RHS Infection Control Policy at all times.</li> </ul>

<b>Task</b>	<b>To be economical in the use of stock.</b>
<b>Expected Result</b>	<ul style="list-style-type: none"> <li>• Ensure the Day Centre Co-ordinator is notified of equipment/stock problems.</li> <li>• Observe shelf life.</li> <li>• Use stock in a cost effective manner within budgetary allocations.</li> </ul>
<b>Task</b>	<b>To communicate personal grievances to Day Centre Co-ordinator; encourage staff loyalty.</b>
<b>Expected Result</b>	<ul style="list-style-type: none"> <li>• Support the settling of grievances promptly and amicably at departmental level, using correct channels of communication.</li> <li>• Attend regular meetings for staff.</li> <li>• Ensure the Day Centre team is loyal, supportive and caring to each other.</li> <li>• Participate in inservice teaching programmes regularly.</li> </ul>
<b>Task</b>	<b>To maintain a high level of personal competence in performance, verbal and written communication, appearance and attitude.</b>
<b>Expected Result</b>	<ul style="list-style-type: none"> <li>• Present in a professional manner in accordance with A&amp;RHS uniform (dress code) policy.</li> <li>• Be an active listener who conveys to others that they are being heard and understood.</li> <li>• Verbalise clearly, fluently and objectively, using language sensitively.</li> <li>• Undertake with Day Centre Co-ordinator Staff Development/Performance Appraisal annually or more regularly if deemed necessary.</li> <li>• Represent the A&amp;RHS in a committed manner.</li> </ul>

## **HEALTH AND SAFETY**

- Observe all Canterbury DHB safe work procedures and instructions
- Ensure your own safety and that of others
- Report hazards or potential hazards immediately
- Use all protective equipment and wear protective clothing provided
- Make unsafe work situations safe or inform a supervisor or manager
- Co-operate with the monitoring of workplace hazards and employee's health
- Ensure that all accidents or incidents are promptly reported to your manager
- Report early any pain or discomfort
- Take an active role in the Canterbury DHB's rehabilitation plan, to ensure an early and durable return to work
- Seek advice from manager if unsure of any work practices

## QUALITY

Every staff member within CDHB is responsible for ensuring a quality service is provided in their area of expertise. All staff are to be involved in quality activities and should identify areas of improvement. All staff are to be familiar with and apply the appropriate organisational and divisional policies and procedures.

## LIMITATIONS OF AUTHORITY

*Matters which must be referred to the Day Centre Co-ordinator.*

- Any concerns relating to patients.
- Security breaches and quality standard failures.
- Any matters which are not clearly identified or do not comply with Canterbury DHB's adopted policies or procedures.

## PERSON SPECIFICATION GUIDE

*The Day Centre Assistant/DT should:*

- Have a current driver's licence.
- Enjoy caring for elderly persons.
- Have an enthusiastic ability to facilitate craft and activity programmes and encourage participation by members in these.
- Preferably have had work experience within the Health Service.
- Maintain a high level of personal health and wellbeing.
- Be punctual, reliable, motivated.
- Present in a professional manner, well groomed and neat.
- Be prepared to undertake personal education relevant to area of work for which applied.
- Be self disciplined and adaptable to change.
- Be prepared to work industriously and positively as a member of the Health Team.
- Be able to display diplomacy, tact and empathy towards patients, colleagues and team members.
- Be able to work mindful of the financial resources of the A&RHS.

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Appointee's Signature

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Director of Nursing  
Ashburton & Rural Health Services  
Private Bag 801  
ASHBURTON

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Date