

POSITION DESCRIPTION

POSITION TITLE	Activities & Lifestyle Assistant Float/Van Driver
LOCATION	Taradale Masonic Rest Home & Continuing Care
REPORTS TO	GM – Care & Villages
DIRECT REPORTS	Nil
DATE	December 2025

OUR VALUES – What we hold most dear

Embrace life & living – people, community, culture, difference, with fun, humour & positive energy.

Accept & respect choice – with openness and sensitivity, of individuality and individual needs, because we are stronger together.

Act with a service heart – with aroha, care and kindness for our residents, their families, our communities and each other.

PURPOSE

The Activities & Lifestyle Assistant Float/Van Driver supports the coordination and smooth running of the therapeutic recreation programme, helping to create meaningful and engaging experiences for residents. Working under the direction of the Activities & Lifestyle Coordinator, this role assists with organising resources, preparing activity spaces, maintaining schedules, and completing documentation.

Alongside supporting activity programme delivery, this role will provide engaging and entertaining van ride outings to residents have opportunities for different experiences and “changes of scenery” to support their overall wellbeing.

KEY OBJECTIVES

- Support the Activities & Lifestyle Coordinator in coordinating and preparing therapeutic activity programmes that promote resident wellbeing, with a focus on smooth, efficient delivery.
- Organise activity spaces, materials, and equipment to ensure sessions are well-resourced, safe, and ready to run on time.
- Maintain accurate schedules, records, and documentation related to resident participation, programme planning, and feedback.
- Assist with activity delivery - offering encouragement, guidance, and support to residents in group and individual settings.

- Help create a calm, welcoming environment that supports resident engagement, especially for those living with dementia.
- Collaborate respectfully with care staff, families, and the wider team to support person-centred activity planning and coordination.

KEY RESPONSIBILITIES

KEY TASKS	PERFORMANCE OUTCOMES
Programme Coordination	<ul style="list-style-type: none"> • Assist in preparing monthly activity schedules, ensuring updates are made promptly and shared with relevant staff. • Manage and maintain supplies and equipment, ensuring materials are available, organised and safely stored. • Support documentation tasks, including tracking attendance, updating participation records, and recording resident preferences as directed by the Recreational Therapist. • Set up and pack down activity spaces to create a welcoming, safe, and engaging environment for residents. • Support the delivery of activities by encouraging resident participation and offering reassurance and gentle prompts, • Provide respectful one-on-one support when needed, maintaining a calm presence and adapting to residents' individual needs and responses. • Assist with updating activities care plans for residents, in conjunction with residents/ their whānau/family, and care staff as appropriate when the Activities & Lifestyle Coordinator is on leave.
Event and Visitor Support	<ul style="list-style-type: none"> • Assist with the coordination of special events, themed days, and visits from external entertainers or community groups. • Help set up spaces, welcome visitors, and ensure residents are supported to participate comfortably and safely. • Provide follow-up support by helping gather resident feedback and contributing to event documentation and review.
Relationship Management	<ul style="list-style-type: none"> • Build and maintain professional and effective relationships with key internal and external people and contacts across all levels across the organisation eg, residents and their whānau, GPs, allied health professionals, contractors, suppliers etc to ensure effective communication and the smooth operations of the services NDMT provides.
Health and Safety	<ul style="list-style-type: none"> • Demonstrate a clear understanding of Health & Safety requirements including reporting of any identified safety hazards, near misses, incidents and accidents. • Demonstrate knowledge and understanding of NDMT emergency procedures including emergency evacuation procedures and civil defence emergency procedures (if applicable). • Support and adhere to all health and safety policies, procedures and systems that promote the health, safety and wellbeing of all people who work in, live in and access NDMT. • Ensure the appropriate use of Personal Protective Equipment (PPE) as required for specific tasks or work environments and ensure compliance with PPE protocols to maintain personal and team safety.
Cultural Awareness	<ul style="list-style-type: none"> • Participate in ongoing training and development provided to enhance knowledge and understanding of cultural awareness, ensuring respectful and inclusive practices that recognise and honor the diverse cultural backgrounds and preferences of all residents and colleagues. • Actively engage in and promote the principles of Te Tiriti o Waitangi in all interactions and decision-making processes.

	<ul style="list-style-type: none"> • Ensure all services provided to residents are spiritually and culturally appropriate by maintaining awareness of the principles of Te Tiriti o Waitangi, respecting tikanga Māori (Māori customs and protocols), and applying these cultural understandings in everyday interactions and professional settings. • Recognise the importance of the Pacific culture, language faith and family values and support NDMT to foster an inclusive environment by embracing and integrating Pacific Island cultural values, customs, and worldviews.
Professional Development	<ul style="list-style-type: none"> • Participate in all NDMT required training programmes. • Maintain up to date knowledge with relevant legislation, best practice activities, procedural and policy developments. • Maintain professional standards through self-development and attendance at appropriate courses.
Confidentiality	<ul style="list-style-type: none"> • Maintain strict confidentiality at all times including compliance with the Privacy Act 2020 and all related organisational policies.
General	<ul style="list-style-type: none"> • Treat all residents, their families/whānau, friends, representatives and staff with respect at all times. • Positively promote the reputation of the NDMT at all times. • Carry out any other additional duties as may be reasonably required from time to time.

PERSON SPECIFICATION

Qualifications

- No formal qualification required, though a background or interest in health, social services, recreation, or aged care is preferred.
- Current First Aid Certificate.
- Full, clean driver's licence.

Skills, Experience and Attributes

- Experience in aged care, health, disability, or community support settings – particularly people living with dementia or cognitive impairment.
- Experience assisting with events, group activities, or behind-the-scenes coordination tasks.
- Organised and reliable, with the ability to manage supplies, prepare spaces, and maintain schedules with minimal oversight.
- Confident communicator who can engage respectfully with residents, their families/whānau, and staff.
- Intermediate computer skills, including the ability to use Microsoft Office applications eg, Word, Excel, PowerPoint, SharePoint.
- Compassionate, patient, and respectful approach to supporting residents with diverse needs and abilities.
- Creative and practical, with a flexible approach to adjusting activities as needed.
- Culturally aware and open to learning about residents' values, beliefs, and preferences.