



POSITION DESCRIPTION

POSITION TITLE	Activities & Lifestyle Coordinator
LOCATION	Elmwood Memory Care Home & Hospital
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 Coordinator is responsible for designing and delivering engaging, person-centred therapeutic programmes that support residents' physical, cognitive, emotional, and social wellbeing.

Working alongside the wider care team, the Activities & Lifestyle Coordinator supports residents to achieve individual health and wellbeing goals, maintain functional abilities, and enhance their overall quality of life through meaningful recreational engagement. Although not the manager, the Activities & Lifestyle Coordinator also provides day-to-day guidance and support to the activities team to ensure the effective delivery of the programme.

This role ensures that activities are meaningful, inclusive and tailored to residents' interests, abilities and cultural needs - supporting independence, fostering connection and bringing purpose and joy to their daily living.

KEY OBJECTIVES

- Design and deliver therapeutic recreation programmes that support residents' physical, cognitive, emotional, and social wellbeing.
- Tailor activities to individual needs, interests, abilities, and cultural backgrounds to promote dignity, connection, and a sense of purpose in daily life.

- Use recreation as a clinical intervention, incorporating assessment, planning, implementation, and evaluation to contribute to individualised care goals.
- Provide guidance and oversight to the activities team, ensuring effective coordination and delivery of daily activities.
- Maintain regular communication with the GM – Care & Villages (or other senior clinical staff), escalating matters that require clinical input or senior-level decision-making.
- Collaborate with the wider care team to integrate recreational therapy into residents' care plans and to support a consistent, person-centred approach to dementia care.

KEY RESPONSIBILITIES

KEY TASKS	PERFORMANCE OUTCOMES
Therapeutic Programme Planning	<ul style="list-style-type: none"> • Develop and deliver a structured, goal-orientated recreation programme that supports residents' physical, cognitive, emotional, and social wellbeing. • Ensure the programme includes a balance of individual and group activities that are meaningful, stimulating, and tailored to residents' interests, cultural identity, and therapeutic needs. • Prepare activity programmes at least three months in advance, making sure the following months plan is readily available and kept up to date with any changes or amendments. • Provide a planned programme that: <ul style="list-style-type: none"> - incorporates familiar routines, creative expression, everyday tasks and cognitively stimulating elements to promote engagement and a sense of purpose. - includes a mix of individual and group activities to support social connection - encourages resident input and choice in programme design - includes everyday tasks that promote independence and a sense of purpose • Continually evaluate and adapt activities to keep them engaging, inclusive and responsive to changing needs. • Maintain clear documentation of planned and delivered activities, in line with organisational policies and reporting requirements.
Individual Programme Development	<ul style="list-style-type: none"> • Develop individual activity care plans in consultation with residents, their whānau/family, and care staff, incorporating each resident's social profile, strengths, and goals. • Integrate individual preferences and therapeutic needs into the scheduled programme to ensure meaningful participation. • Monitor and record attendance and engagement and evaluate participation monthly through Activity Progress Notes. • Review individual activity components of the care plan every six months or as directed. • Participate in interdisciplinary team meetings and annual resident reviews to contribute recreational therapy insights and updates.
Resident Engagement and Support	<ul style="list-style-type: none"> • Empower residents to maintain their independence by encouraging participation and social connections both inside and outside of the facility. • Build and maintain relationships with community groups and community organisations to create opportunities for resident participation and engagement. • Work collaboratively with residents and their families/whānau to assess needs, set goals, and evaluate progress using a therapeutic process (assessment, planning, implementation, and evaluation). <ul style="list-style-type: none"> - Assessment: identifying residents current abilities, interests and needs so a baseline for future evaluations can be established.

	<ul style="list-style-type: none"> - Planning: collaborate with residents and their families/whānau to set meaningful and achievable goals. - Implementation: Facilitate activities that align with residents' preferences and goals. - Evaluation: Regularly review progress, assess outcomes and adjust activities as needed to maintain engagement and satisfaction. • Maintain thorough documentation of residents' participation, preferences, and progress, ensuring that activities align with their changing needs. • Work within the allocated budget while optimizing resources to enhance the quality of the activities programme.
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. • 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

- New Zealand Certificate in Health and Wellbeing – Social and Community Services (Level 4), specialising in Diversional Therapy (*or working towards*). (*NB. This is a requirement for Elmwood and preferred for Taradale, although not essential*)
- Registration with New Zealand Society of Diversional and Recreational Therapy (*preferred*).
- Current First Aid Certificate.
- Full, clean driver's licence.

Skills, Experience and Attributes

- Experience delivering therapeutic or goal-based recreation programmes, ideally in aged care, dementia care, or another healthcare setting.
- Understanding of dementia and the ability to engage people living with cognitive impairment in meaningful, person-centred activity.
- Experience working collaboratively within a multidisciplinary team, contributing to holistic care planning and resident wellbeing.
- Ability to supervise, support and delegate tasks to a Recreational Therapy Assistant or other support staff.
- Effective time management and organisational skills, with the ability to plan and adjust programmes responsively.
- Competent in written documentation, including activity notes and evaluation of participation and outcomes.
- Basic digital literacy, including use of electronic care systems and standard office applications.
- A warm, empathetic, and creative approach to supporting resident wellbeing.
- Cultural awareness and a commitment to inclusive, respectful practice that honours the diverse backgrounds of residents and their families/whānau.