

Schedule 2 – Position Description

Role:	Rehabilitation Coach
Line Manager:	Branch Manager Whanganui
Parameters of Role	Full time
Location:	Laura Fergusson Trust Whanganui
Staff responsibility:	Nil
Effective date:	July 2021

Mission, Vision and Values

Our Vision: active participation and contribution in all aspects of life – *He whakaohooho aheinga me te mauminamina*

Our Mission: to inspire opportunities and belonging - *Te āta whakauruuru me te whakaohaoha i ngā anganga katoa o te ao*

Our Values: Empathy – *Aroha*, Courage – *Kia Maia* and Embracing Diversity - *Kanorau Awhitanga*

Background to the Role

The Laura Fergusson Trust (LFT) provides residential, community based, rehabilitative and recreational services to people with a disability.

LFT prides itself on providing services in a range of environments. We provide a comfortable, accessible, well-maintained residential facility and homelike environment and, community based support services that enable people to live a supported and independent lifestyle.

LFT Staff are expected to support residents and clients to build on their abilities so they are able to live a life that is as independent as possible.

Purpose of the Position

The role is to provide enhancement of quality of life for clients by identifying and delivering a service that supports them through all phases of their individual plans and goals. The client is at the centre of all roles within LFT and a holistic approach is taken to care and support.

Key Responsibilities and Performance Areas

Primary Duties and Responsibilities	Key Functions & Outcomes
Lead and live the LFTS philosophy, mission, vision and values.	<p>Keeps the organisation's mission, vision and values at the forefront of own decision-making and action.</p> <p>Communicates and models the organisations philosophy, mission, vision and values.</p>
Client Plans	<ul style="list-style-type: none"> • Develop client plans as assigned in the capacity of Key Worker or Associate Key Worker • Actively participate as a member of the inter-disciplinary team to report on client progress and update client programmes, activities and plans. • Monitor, update and implement client plan and/or contribute to this as appropriate. • Identify any issues and concerns regarding the client and manage appropriately. • Ensure documentation consistently meets or exceeds LFT polices. • Understand and monitor health and safety (H&S) and risk management for clients. • Keep current with client plans, goals and risks and manage appropriately including reporting as required.
Clinical	<ul style="list-style-type: none"> • If certified competent, administer medications following policy and procedures strictly. • Ensure PEG administration processes and procedures are followed strictly and consistently. • Update and maintain accurate and timely documentation as required. • Review clients regularly and if unwell, manage appropriately or report as needed. This includes but may not be limited to <ul style="list-style-type: none"> • Skin integrity • Medical well-being • Mental health and well-being
Client Care	<ul style="list-style-type: none"> • Be pro-active and solution focussed on providing appropriate client care • Undertake personal care of clients as required • Help to maintain client independence in all activities that impact on the client • Support the client with the following as it relates to them: <ul style="list-style-type: none"> • Self-determination and decision making – giving choices to clients • Activities of daily living including problem solving, decision making

	<ul style="list-style-type: none"> • Building and extending relationships and developing networks in the community • Act as sounding board if required. • Support clients do as much for themselves as they can <ul style="list-style-type: none"> • Washing, showering themselves • Keeping rooms clean and tidy • Keeping clothes clean and tidy • Identify and implement actions and activities to motivate client • Converse and communicate with client • Support client with community participation including shopping • Understand behaviour management plans to support the client in their environments. • Support the client to participate in a physical well-being programme if relevant.
Communication	<ul style="list-style-type: none"> • Ensure professional interaction with clients and families at all times • Ensure appropriate escalation of risks or safety issues • Ensure effective and timely written communication in client files • Share information appropriately with inter-disciplinary teams to ensure good facilitation of knowledge • Take responsibility for reading and retaining information provided by others including management.
Industry Knowledge and training	<ul style="list-style-type: none"> • Maintain appropriate relationships with key stakeholders • Undertake all required training including internal/in-service training and external provider training. • Ensure full understanding of behaviour management and actions • Understand and apply vehicle transport safety procedures and processes.
Continuous Quality Improvement	<ul style="list-style-type: none"> • Is self-motivated, reflects on practice and seeks to improve to continually deliver excellent quality services by setting high standards of performance of self and others, assuming responsibility and accountability for the successful completion of assignments, duties and /or tasks. • Practices within LFTs service delivery framework, policies and procedures and participates in quality improvement activities and teams. • Demonstrates excellent written, oral communication, interpersonal and organisational skills.
Health and Safety	<ul style="list-style-type: none"> • Maintains a safe and healthy environment and complies with health and safety policies and procedures. • Role models health and safety standards and practices.
Support other activities in line with LFT's business and operational objectives.	<ul style="list-style-type: none"> • Understand and commit to principles of Te Tiriti o Waitangi • Takes responsibility for assigned projects and activities. • Attends and actively contribute to relevant committees/meetings. • Undertake other duties and tasks as identified by and agreed with the Employer or Line Manager.

Personal Specifications

Qualifications and Requirements	<ul style="list-style-type: none">• Must be a New Zealand citizen or permanent resident or the holder of a valid work visa.• NZ Certificate in Health and Wellbeing (or an equivalent recognised qualification) at Level 2 or above.• A full New Zealand driver's licence, or legally licensed and able to drive in New Zealand
Knowledge, Skills and Experience	<ul style="list-style-type: none">• 2 years' experience in the health and disability sector in New Zealand preferably working with traumatic brain injury, spinal cord or other neurological conditions• Demonstrated sound mentoring skills• Ability to work within a team in a collaborative way• Excellent listening, oral and written communication, interpersonal, time management and organisational skills.• Computer literacy in Microsoft Office software including Word and Outlook (email) and other packages or databases.• The ability to work effectively with people that may have challenging behaviours and high and complex support needs.• Demonstrated competence and experience in effective engagement with community agencies and networks• A proactive approach to problem solving.• Experience in the not for profit sector.• Understanding of and commitment to Te Tiriti o Waitangi.
Personal qualities	<ul style="list-style-type: none">• Positive 'can do' attitude.• High-levels of personal and professional integrity.• A commitment to respecting the rights of disabled people and to supporting clients to achieve their goals• Respect for and sensitivity to cultural, health and disability needs.• Highly organised and able to use initiative• Ability to work independently and as a member of a team.• Good verbal and non-verbal communication skills. Proved excellent writing skills and understanding of the need for providing relevant and full information.• Flexible and willingness to embrace change.• Ability to problem solve in a pro-active manner• A reliable performer with an exemplary work attendance record.

Employment Conditions

This role is a full time position (80 hours per fortnight). The usual days and hours of work are Monday to Sunday between the hours of 8am and 8pm as per the LFT roster system.

I have read and understood the duties and responsibilities of the position described in this role description.

Employee's Name: _____ Date: _____

Signature: _____