



## POSITION DESCRIPTION

Our **vision** is a community where all people can make the most of their strengths and feel included, valued and safe.

To bring this **vision into reality**, we assist and encourage people facing life's challenges. We provide a range of services in response to the changing needs of individuals and family/whānau in the wider community of Southland.

- Position:** Pastoral Visitor
- Location:** Gore
- Responsible to:** Supported Living and Community Services Manager
- Responsible for:** Pastoral Care at Resthaven Village
- Hours:** 7.5 hours per week
- Key Qualifications and Experience:**
- Experience with older people
  - Having worked in a similar position

## Key Tasks

---

### 1.0 To provide pastoral care to Residents of Enliven

---

**Successfully Demonstrated by:**

- Developing and maintaining relationships with Residents
  - Knowing Residents by their preferred name
  - Recognising the Resident's preferred spiritual needs and planning interventions as needed with the appropriate people
  - Providing advice, guidance and appropriate referrals as required
  - Encouraging the maintaining of community parish networks
  - Treating Residents with dignity and respect
- 

### 2.0 To be aware of and actively promoting the weekly services by outside providers and liaising with them as required

---

**Successfully Demonstrated by:**

- Awareness of who is providing the weekly services
- 

### 3.0 To co-ordinate the blessings of rooms where a death has occurred in the room or when a special request is made

---

**Successfully Demonstrated by:**

- Rooms are blessed
- 

### 4.0 To co-ordinate and follow up with family/whānau following a death

---

**Successfully Demonstrated by:**

- Family receive appropriate follow up
- 

### 5.0 Health and safety

---

**Performance Expectations:**

- (a) Perform in accordance with the Health and Safety at Work Act 2015.

**Successfully Demonstrated by:**

- To understand and meet your personal obligations under the Health and Safety at Work Act 2015.
- To understand importance of and be able to complete incident reports.
- To be aware of your responsibility to report an incident, accident, hazard or near miss and ensure reporting is carried out.
- Demonstrate an adequate knowledge of Health and Safety requirements as a team member.
- Ensure all new hazards are identified and reported and ensure all hazard controls are maintained and adhered to.
- Adhere to all Health and Safety policies and procedures implemented by the Company

\_\_\_\_\_ (Position Holder)

\_\_\_\_\_ (Supported Living Manager)

\_\_\_\_\_ (Date)

## Skills and Behaviours

The Presbyterian Support Southland (PSS)/Enliven Skills and Behaviours are the things you should do to demonstrate our vision. The foundation of our vision is as follows, and as an organisation we seek to live our five core values in everything we do.

### **RESPECT MANAAKI**

Respect for our heritage

### **COMPASSION AROHA**

Compassion with empathy

### **FAMILY WHĀNAU WHĀNUI**

Celebration of family

### **COMMUNITY IWI WHĀNUI/HĀPORI**

Communities that make a difference

### **ACCOUNTABILITY WHAKATAU TIKA**

Holding ourselves accountable

Skills and Behaviours are broken down into components which all work together. As an organisation, we expect all our people to demonstrate these skills and behaviours in everything they do.

#### **Communication**

Communicates both orally and in writing in a manner which is clear, fluent and to the point, honest and open. Conveys messages in a credible way that holds the audiences attention, including readers and in group and one-to-one situations.

#### **Client Focus**

Aware of and understands PSS mission and values and delivers services within this context. Monitors and upholds high quality of service, working in a co-operative, respectful manner with colleagues, clients and wider community.

#### **Self Determination**

Maintains a high level of drive with a positive attitude and enthusiasm towards hard work and meeting challenges.

#### **Team Work**

Works positively toward achieving team and organisational goals by encouraging teamwork and promoting respect and understanding of different opinions and backgrounds.

#### **Accountability**

Takes personal responsibility and accountability for own work and performance. Takes timely decisions and commits to clear courses of action. Able to accept things may have been done better not blaming other factors.

#### **Self Improvement**

Takes responsibility for own development and actively pursues learning and development opportunities.

**Planning and Organising**

Sets clear objectives, plans and organises work of self and team with defined action steps for achieving planned outcomes.

**Problem Solving and Decision Making**

Analyses problems, breaks into core parts, investigates, evaluates and generates appropriate solutions.

***Agreed by:***

\_\_\_\_\_ (Job holder's signature)

\_\_\_\_\_ (Manager's signature)

\_\_\_\_\_ Date

Welcome to  
**Enliven**

Enliven is the new name for  
Presbyterian Support Southland's  
Services for Older People.



All our homes – Peacehaven Village, Vickery Court, Walmsley House, Resthaven Village and Frankton Court Cottages, as well as our SupportLink service, are now called Enliven.

Enliven is more than just a new name. Enliven is about helping older people to lead an enriched and fulfilling life.

At the essence of Enliven is the understanding that some things make for happier, healthier living no matter what your age or ability. A sense of community; friends, family/whānau; giving and receiving; making decisions for yourself; and most of all, practical support when you need it.

If you have any questions about our new name Enliven, please ask your home manager or care staff.





*Presbyterian Support*  
Southland

## CHARTER

Our **vision** is a community where all people can make the most of their strengths and feel included, valued and safe.

To bring this **vision into reality**, we assist and encourage people facing life's challenges. We provide a range of services in response to the changing needs of individuals and family/whānau in the wider community of Southland.

*We seek to live our five core values in everything we do:*

### *Respect Manaaki*

**Respect for our heritage.** We respect and uphold our Christian foundations and the Treaty of Waitangi as the founding document of our nation. This strong heritage influences our practice and key relationships with churches and tangata whenua. We value and respect the dignity and different strengths of all people: the diversity of their beliefs, cultures, personalities, skills and life experiences.

### *Compassion Aroha*

**Compassion with empathy.** We offer support so that all people may find hope, faith, empowerment, and opportunities for learning and growth. We celebrate the team work which brings positive energy, humour and light to our workplace, our clients' lives, and our community.

### *Family Whānau Whānui*

**Celebration of family.** We acknowledge the influence of older people, parents, children, family/whānau members and other caregivers on the wellbeing and growth of those they nurture. We offer support to strengthen families/whānau, adding to their own resilience.

### *Community Iwi whānui/Hāponi*

**Communities that make a difference.** We work in partnership with a whole network of individuals, organisations and communities that share our vision. We foster inclusion, safety, co-operation and mutual learning within our organisation, with churches, tangata whenua and in the wider Southland community. We value our people, our volunteers and all those who give time, expertise and resources to our work.

### *Accountability Whakatau tika*

**Holding ourselves accountable.** We provide an ethical, professional, quality, financially viable and accessible service. Through open communication, we ensure expectations are clear, we know how well our standards are being achieved, and where we need to keep learning, adapting and improving.

***PEOPLE HELPING PEOPLE IN SOUTHLAND***