



The Supported Life Style Hauraki Trust team

As part of the team here, you'll be helping us achieve our mission to support Life Stylers to have the best possible life. We work hard to be the best service provider by providing a collective foundation that promotes a sense of belonging, support and trust to support each Life Styler to be as skillful, happy, and well connected as possible in all aspects of life. To do this, we ensure the Life Styler's needs are met physically, psychologically, socially, emotionally, spiritually and culturally.

Our staff have a pivotal role in assisting each Life Styler to fulfill their potential and live as a valued member of the community.

You'll also be joining an organisation where we value getting the job done and doing it well; where we challenge ourselves to look for ways to do things better; and where people work together, respecting and support each other.

LOCATION	You may be required to work at any of the sites in Thames or surrounding areas
REPORTS TO	Coach Team Leader
TENURE	TBA
REMUNERATION	TBA
HOURS OF WORK	TBA
FUNCTIONAL RELATIONSHIPS	Life Stylers Coach Team members Coach Team Leader Support Staff for other Life Stylers Service Delivery Manager Operations General Manager CFO CEO Key external stakeholders including families and support services

ROLE PURPOSE

The role of the Coach is to support, educate and encourage Life Stylers in achieving agreed goals and in living the best possible lifestyle .

KEY TASKS	EXPECTED OUTCOMES	KEY PERFORMANCE INDICATORS
<p>Service Delivery</p> <ul style="list-style-type: none"> Coaches identify Life Styler SMART goals from across Te Whare Tapa Wha framework in cooperation with the Life Styler's network of family and friends. 	<ul style="list-style-type: none"> Each Life Styler has clearly identified goals which provide a sense of achievement and direction to daily activities. Life stylers achieve goals and enjoy the rewards of doing so. Life Stylers enjoy optimal wellbeing physically, 	<ul style="list-style-type: none"> Each Life Styler has SMART goals recorded in the diary system. Diary records show that these goals are being reviewed and progress is being made. Lifestyle Plans include these goals.

<ul style="list-style-type: none"> • Coaches integrate goal-oriented tasks into the daily activities of the Life Stylers they support. • Coaches facilitate Life Styler learning of new skills either through direct teaching or by linking Life Stylers to those who can teach what they need to know to achieve their goals. • Coaches use structured learning (eg. Careerforce), mentoring relationships, and peer support to reflect upon Life Stylers' progress towards goals and learnings that arise from that process and integrate those learnings into future practice. • Coaches spend time to gain a good understanding of Life Stylers' specific needs, abilities, motivations, and aspirations, and work accordingly. • Monitor the basic hygiene and personal care level of Life Stylers and their homes and fulfill their duty of care. • Where Life Stylers experience specific health or medical issues Coaches undertake to understand and address those needs appropriately. • Coaches make every reasonable effort to ensure that family / friends of the Life Styler are a part of planning and service provision wherever appropriate. 	<p>psychologically, spiritually, and socially.</p>	<ul style="list-style-type: none"> • LSPs are reviewed annually and these reviews show input from coach staff, the Life Styler, and their networks. • Diary notes, DSL assessments, and ACC reports demonstrate that Life Stylers are supported and active across the range of areas reported on. • CHAP reviews and medical exception reports show that health issues are addressed promptly and effectively. • Life Stylers and their family / friend networks express satisfaction with the support provided as recorded in LSP meetings and diary entries. • House meeting records demonstrate that Life Stylers are happy with their home environment.
<p>Advocacy The coach will</p> <ul style="list-style-type: none"> • Support Life Stylers to clearly articulate their needs and concerns to appropriate channels, identifying other sources of support (e.g. 	<ul style="list-style-type: none"> • Life Stylers' needs and concerns are always valued and followed up on so that risks and opportunities are recognised early and acted upon. • Life Stylers know that they are valued by the Trust and 	<ul style="list-style-type: none"> • Life Styler diary entries show that coaches hear and act upon expressed concerns in an appropriate manner. • Life Styler satisfaction

<p>disability advocate) where necessary.</p> <ul style="list-style-type: none"> • Represent these needs and concerns accurately to the team, and to the Team leader. 	<p>their input is respected, leading to greater stability for staff and increased happiness for Life Stylers.</p>	<p>surveys show that they feel their needs are heard and understood.</p>
<p>Culture The coach will:</p> <ul style="list-style-type: none"> • Have a good understanding of their own and other's culture and be able to reflect in a competent way upon the role of culture in human life. 	<ul style="list-style-type: none"> • Life Stylers grow in their understanding of their own culture and that of other's also. • Life Stylers' Cultural Identity is clearly recognised and affirmed. • Coaches feel that their own culture is respected and the unique contributions of their culture valued. • Life Stylers benefit from a variety of cultural perspectives 	<ul style="list-style-type: none"> • Coach team minutes and mentoring records show that cultural difference is understood and valued, and that different perspectives are actively sought. • The input of Life Styler network members to their lifestyle plans is transparently translated into goals and appropriate support structures. • Training records and Diary entries show that training events and Life Styler attendance at community events reflects a diversity of cultural perspectives.
<p>Networking The Coach will:</p> <ul style="list-style-type: none"> • Maintain a network of colleagues and connections within and outside of the trust who will support the goals of the team and of the Life Stylers supported by the team. • Have regular contact with the family and friends of Life Stylers as necessary to promote their wellbeing. • Encourage other team members to do likewise. • Ensure that the Life Stylers supported by the team have opportunities to develop and strengthen such networks also. 	<ul style="list-style-type: none"> • The resources of the wider trust and community are brought to bear in the support of specific Life Styler goals. • Life Stylers have regular interaction with others within and outside of the trust, and are seen and valued as members of their families and of the wider community. 	<ul style="list-style-type: none"> • Diary entries and handovers commonly refer to community members and colleagues who have assisted the coach in their tasks. • Diary notes regularly report community participation by Life Stylers. • Lifestyle plans always involve members of the Life Stylers' network.
<p>Health and Safety The Coach will:</p> <ul style="list-style-type: none"> • Participate in Health and 	<ul style="list-style-type: none"> • Significant risks and / or hazards are identified, then minimised, isolated, or 	<ul style="list-style-type: none"> • Exception reports show that staff are following set procedures.

<p>safety training and processes.</p> <ul style="list-style-type: none"> • Carefully review published copies of of the relevant policies and procedures (including reporting) in their areas of responsibility. • Model these procedures in their own practice. 	<p>eliminated.</p> <ul style="list-style-type: none"> • Staff and Life Stylers live and work in a safe environment, using safe work practices. 	<ul style="list-style-type: none"> • The Health and Safety committee minutes show that coach team members are identifying risks and acting appropriately. • Risk Assessment and Management forms are regularly filled out and signed off for Life Styler activities. • Leave due to workplace accident or stress is reduced.
<p>Administration Coaches will:</p> <ul style="list-style-type: none"> • Participate proactively in staff meetings to ensure adequate service delivery and support the ongoing development of the Trust. • Provide time sheets in a timely manner each fortnight and annual leave request forms in sufficient time to be actioned. • Read Team diary and exception reports. • Make excellent records; accurate and regular diary notes across the categories, carefully observed exception reports, shift hand-over reports, SMART goals, timely Calendar entries, and ACC reports. • Check incoming correspondence (paper or electronic) and respond as necessary in a timely way. • Review Life Styler Vocational plans, LSPs, and Goals with Coach Team Leader each month and so that any alterations are 	<ul style="list-style-type: none"> • The coach team is characterised by high levels of communication, cooperation, transparency and efficiency, enabling other staff to complete their tasks in a timely and effective fashion. • Funders are easily satisfied that their money is well spent. • Difficulties in fulfilling the trust mission quickly become apparent and are addressed. • Trends in Life Styler wellbeing are quickly apparent and acted upon appropriately. 	<ul style="list-style-type: none"> • Every Life Styler under the care of the coach team has accurate and up to date records. • Funder reports are quickly, accurately, and clearly presented. • Other internal reports and records are demonstrably up to date and accurate. • Financial records for Life Stylers under Coach care are transparent and all funds are fully accounted for.

<p>recorded and necessary changes notified.</p> <ul style="list-style-type: none"> • Discuss expenditure requests with Life Stylers before submitting expenditure forms for signing by the TL. • Ensure that all receipts and other records are provided to the Trust financial officer. • Do all the above accurately, on time and to the required standard. 		
<p>Training and Development The Coach:</p> <ul style="list-style-type: none"> • Takes part in goal-directed learning through a continued focus upon professional development. She or he will identify their learning goals and the specific steps required to achieve these in consultation with the Coach Team Leader / HR Manager and will review these at an annual performance appraisal. • Takes part in all required trainings as scheduled by the HR manager. • Following training will present aspects of their learning to wider forums such as staff meetings. 	<ul style="list-style-type: none"> • Coach team staff continue to reflect upon and improve their practice. • More effective practice reduces staff stress and allows a better focus upon core activities. • Life Stylers enjoy a higher quality service and are better supported to achieve their aims. 	<ul style="list-style-type: none"> • Training records will show that all core training for the TL and Coach Team staff has been completed, and that they are engaged in further education of some form. • Annual Performance Appraisal reports show that professional development goals have been set and action taken to achieve these.
<p>Other Tasks Undertake any additional tasks as requested by your Line Manager.</p>		

The Supported Life Style Hauraki Trust Values

Respect	Working to show respect towards, Life stayer, families, fellow staff and community
Integrity	Putting into action our philosophies in a meaningful and real way.
Courage	Realising that the right thing isn't always the easiest thing to do.
Inclusiveness	Valuing all members of the community and their contributions.

All staff are expected to model the Trust's values and culture and abide by the Trust's policies and procedures and to demonstrate an understanding and commitment to the Trust's mission, strategies, priorities and values.