

Employee Position Description

Position Details		
Position Title: Activity Leader	Department: Community/Carer Support	Agreement: Victorian Stand Alone Community Health Services (Health and Allied Health Services, Managers and Administrative Officers) Multiple Enterprise Agreement 2018-2022
Reports To: Manager Carer Support	Location: Richmond with the requirement to work across all sites, including home visits	
Direct Reports: NIL	Employment Status: Permanent Part Time	Classification: Health & Allied Assistant 3
Position Primary Purpose		
<p>This position's primary role is to design, implement and regularly evaluate all activities and outings for the centre based respite and social support program within Carer Support, including activity risk assessments (reviewed on at least an annual basis). In addition this role is responsible for developing all promotional materials for the program including the monthly/yearly activity schedule, flyers and newsletters and to ensure that all equipment and supplies for the centre based activities, outings and events are purchased and available. This role will also support the development and review of care plans focussing on details regarding the client's preferences, interests and background and supporting clients to articulate their goal/s.</p> <p>A further purpose of this role is to this role is managing client/carers feedback and steering the client committee.</p>		
Decision Making Authority		Key Relationships
<p>Decisions made independent of Manager</p> <ul style="list-style-type: none"> • What activities and outings will be scheduled and when/where • When sessional staff will be scheduled to facilitate activities • How the program will be evaluated • The layout/design of flyers, monthly programs, newsletters and other promotional material. 		<p>Internal</p> <ul style="list-style-type: none"> • Program Coordinator • Sessional Instructors • Support Workers • Manager on Duty • Facilities Coordinator • Finance • Clinical Services • Medical

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	<p>External</p> <ul style="list-style-type: none"> • Carers/Family members
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Key Accountabilities	
Focus Areas	Responsibilities
Activities and Outings	<ul style="list-style-type: none"> ▪ Design and implement a dynamic, engaging, adaptable and person-centred activity program which is focussed on re-ablement and supports wellness. ▪ Regularly monitor, review and update the activity program. ▪ At times facilitate activities and provide direct support to staff and clients during respite. ▪ Ensure the Program Coordinator is aware of all activities, outings, supplies required and logistical information. ▪ Book sessional staff and arrange catering for specific activities and events (via coles online or our daily lunch supplier). ▪ Regularly communicate with St Kevin's regarding all student placements and ensure that specific tasks and activities for the students are included in the program design. ▪ To ensure that clients experience a wide range of activities that that are based on their interests and support their needs.
Risk Assessments	<ul style="list-style-type: none"> ▪ Complete risk assessments for all new outings and activities and review/update at least annually. ▪ Ensure the Program Coordinator is aware of any risks so that they can plan staffing accordingly. ▪ Ensure that risks are identified and addressed accordingly.
Feedback and program Evaluation	<ul style="list-style-type: none"> ▪ Evaluate all activities (includes bus trips, centre activities, exercise groups, special functions). ▪ Seek, document and act on feedback from participants, their carers and the team. ▪ Provide staff with feedback and suggestions regarding their delivery of activities to ensure standards are met and are in line with re-ablement and wellness. ▪ Schedule and facilitate regular client committee meetings to ensure that clients have input into decisions about

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	<p>the activities available to them.</p> <ul style="list-style-type: none"> ▪ To ensure the program remains relevant to current and potential participants.
Promotional Material	<ul style="list-style-type: none"> ▪ Develop the content and generate the monthly program, quarterly Newsletter and other event/outing flyers. ▪ To assist in marketing/promoting the program to the community and potential referrers.
Care Planning	<ul style="list-style-type: none"> ▪ Support the Program Coordinator to review centre based respite and social support care plans. ▪ Gather information about client preferences, interests and client background information through interactions, discussions with their carer/family and direct support staff. ▪ Support clients to articulate their goals and document them in a Specific Measurable Achievable Realistic Timely (SMART) format.
Equipment and Supplies	<ul style="list-style-type: none"> ▪ Identify equipment and supplies required for delivery of all activities and outings. ▪ Ensure that the Program Coordinator is aware of what equipment and supplies are required. ▪ Share responsibility for the purchase of equipment and supplies with the Program Coordinator. ▪ Ensure that equipment and supplies are available to staff and clients for program activities.
Quality and Compliance:	<ul style="list-style-type: none"> ▪ Contribute to continuous quality improvement, quality procedures and internal and external program reviews. ▪ Ensure that incident reports remain compliant. ▪ Assist in the continuous improvement of the program.
Other:	<ul style="list-style-type: none"> ▪ Understands and complies with the Commonwealth Home Support Guidelines. ▪ Understands and complies with relevant Access Health and Community Policies and Procedures and Carer Support Work Instructions. ▪ Answer the centre phone, take messages including the name, number and organisation the caller is calling from and add to the Communication Book for the appropriate person. ▪ Report computer and vehicle issues directly to facilities and IT via Connect. ▪ Promote activities and outings to clients, carers and other members of the community. ▪ Participate in regular mandatory training and the annual performance review. ▪ Collaborate with the Manager for any involvement in any organisational activities. ▪ Undertake other duties as required.

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	<ul style="list-style-type: none"> ▪ Support good communication amongst the team, ensuring the program runs smoothly. Clients and carers are aware of what is available to them and the program remains compliant.
AccessHC Values	<ul style="list-style-type: none"> • Through actions and behaviour, demonstrate AccessHC Values of; <i>Equity, Collaboration, Integrity, Accountability, Innovation</i> and <i>Excellence</i>.
Governance and Compliance	<ul style="list-style-type: none"> • Act in accordance with AccessHC's policies, procedures and code of conduct. • Maintain updated and valid credentials in accordance with relevant legislation and industry requirements where applicable to the position. • Participate in mandatory training requirements to support the delivery of a safe and effective service.
Workplace Health and Safety	<ul style="list-style-type: none"> • Act in accordance with health and safety policies and procedures at all times. • All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

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Selection Criteria	
<p>Standard selection criteria items</p> <ul style="list-style-type: none"> • Police Check • International Police Check (<i>if lived/work as in past 10 yrs</i>) • Working With Children Check • Australian Driver's Licence and a comprehensively insured vehicle to use for work purposes including transporting clients <p>Qualifications, registrations and experience</p> <ul style="list-style-type: none"> • Certificate IV in Lifestyle and Leisure, Diversional Therapy or similar. A Diploma or above would be highly regarded. • At least 3 years' experience designing and delivering activities in a community based program. • Relevant exercise qualifications to deliver exercise programs. • Proficiency in Microsoft Office and relevant software applications 	<p>Key skills and attributes</p> <ul style="list-style-type: none"> • Demonstrated excellent communication and interpersonal skills • Demonstrated knowledge and application of person centred care and re-ablement in the design of activities and outings. • Demonstrated ability to organise and prioritise work and complete tasks within designated timelines. • Demonstrated knowledge and application of person centred care and re-ablement in the design of activities and outings. • Demonstrated ability to organise and prioritise work and complete tasks within designated timelines. • Demonstrated ability to coordinate activities. • Demonstrated understanding of how to communicate and support older adults, people with a disability and their carers. • Demonstrated ability to work independently as well as effectively in a collaborative Team environment. • Demonstrated understanding of the Commonwealth Home Support Guidelines (Carer Support and Carer Relationships).
<p><i>AccessHC is a Child Safe Organisation.</i></p> <p><i>AccessHC actively supports an inclusive culture and celebrates its diversity. We encourage applications from people with disabilities, diverse genders and sexualities, Aboriginal peoples and people from a culturally and/or linguistically diverse background.</i></p>	

Authorisations	
<p>Employee Name:</p> <p>Signature: _____</p> <p>Date: / /</p>	<p>Manager Name:</p> <p>Signature: _____</p> <p>Date: / /</p>

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Other responsibility areas (all staff)	<i>Quality and Risk Management</i> Develop and maintain a sound knowledge of and commitment to AccessHC policies and procedures.
	<i>Occupational Health and Safety</i> Ensure that work and services are provided in a safe manner at all times by regularly reviewing practices and environment and by participating in Health and Safety training as required.
	<i>Professional Development</i> Actively participate in relevant continuing professional development as required.
	<i>Annual Planning</i> Actively contribute to the annual planning cycle.
	<i>Standard of Conduct</i> To abide by the policies and procedures of IECHS applicable to the maintenance of good order and conduct. To maintain a harmonious and courteous attitude towards clients, the public and other staff.

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