



NORTH STRADBROKE ISLAND
ABORIGINAL & ISLANDERS
HOUSING CO-OPERATIVE
SOCIETY LTD

ACTIVITIES OFFICER - PERMANENT, PART-TIME OPPORTUNITY

Working at the Minjerribah Respite Centre, the position will lead activities and events that promote wellbeing and reablement to eligible clients in the community.

The position will be required to develop a comprehensive Lifestyle Program designed for both individual and group based activities that meet the clients needs and interests, and their abilities.

The Program will include a variety of activities and events that operate on the island as well as on the mainland.

The role would suit someone who is self-directed, and passionate for working with aged care clients.

The ideal candidate will have a

- Demonstrated experience working and engaging with aged clients
- Experience planning and organising events and activities in line with reablement and wellness principles
- Drivers license and the ability to drive
- An up-to-date Criminal History Check.

Applicants will be required to provide evidence of Covid vaccinations, prior to commencement.

More information, including the full position description and key requirements of the role, can be found at nshousing.org

If you would like to discuss the role, contact Ben Thomson on 07 3409 9340 or email admin@nshousing.org

Your application should include a current resume/CV and an address to the key requirements and be emailed to admin@nshousing.org

WWW.NSHOUSING.ORG



North Stradbroke Island Aboriginal and Islanders Housing Cooperative Society Ltd

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| Position Title | Activities Officer |
| Location | Minjerriba Respite Centre |
| Employment Status | Permanent, Part-time (35 hours per week) |
| Position Reports to | Team Leader, Home and Community Services |
| Positions Direct Reports (if applicable) | Working collegially and collaboratively with the team |
| Award | Social, Community, Home Care & Disability Services Award 2010 |
| Date Approved | February 2021 |

Organisational Context

Minjerriba Respite Centre provides home support and community care services to eligible community members of North Stradbroke Island.

Minjerriba Respite Centre aims to provide clients and carers with a co-ordinated, flexible, and timely service. Valuing client directed care, our tailored services meet the needs of clients and their carers/families, to maximise their independence, wellbeing with a focus on reablement. We value the ability of our community members to be able to stay in community and to be provided with quality home and community services in:

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| <ul style="list-style-type: none">• Domestic Assistance• Home and yard maintenance• Social Support (individual)• Social Support (group)• Transport• Meals | <ul style="list-style-type: none">• Personal Care• Nursing• Access to Allied Health Services• Support for hospital and other specialist visits |
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PURPOSE OF POSITION

The purpose of the Activities Officer position is the development of a Lifestyle Program designed for both individual and group based activities that are culturally safe, client-focused, and support client wellbeing and reablement. Activities are developed in consultation with clients and incorporates independence, individuality, creativity and dignity, in their design. The activities are aimed at ensuring clients feel valued and that they are still motivated to engage in activities of their choice.

DUTIES AND RESPONSIBILITIES

Activity Duties:

- Develop, implement and evaluate individual and group lifestyle programs against stated goals and objectives of wellbeing and reablement and development of a monthly schedule activities inclusive of clients lifestyles and choices.
- Encourage, motivate and support clients fully engagement and participation in activities.
- Understand and support the physical, emotional and lifestyle rights, needs and responsibilities of clients including encouraging their independence and reinforcing their capabilities.
- Communicate with clients ensuring they are informed of activities and events and updated with community news whilst also informing them of changes, if applicable.
- Coordinate activities and events that are relevant to our clients (ie Easter, Christmas) and ensure participation of activities and events coordinated by others.
- Coordinate regular group outings for clients in the community (island-based or mainland).
- Support the purchase and renewal of required resources for designated activities.
- Review and evaluate the effectiveness of activities on a monthly basis and revise the program on a monthly basis in consultation with the Team Leader, Home and Community Services.
- Where required by clients:
 - Assist with eating, mobility and communication
 - Assist with personal care tasks
- Refer and report all personal care and medical matters to Personal Care Workers / Registered Nurse (and/or Team Leader) as appropriate.
- Immediately report and respond to emergency situations.

Reporting Duties

- Keep accurate and reliable information and records for every facilitated activity including, clients attended, their participation, any changes in circumstance and for improvement.
- As a team member, understand the care needs of clients and report
- Where applicable, notify the Team Leader on changes in circumstances (especially clinical changes in circumstances) that warrant additional assessment or support.
- Assist in the preparation, collation and submission of statistical data, records and reports for key stakeholders as required.

Teamwork Duties:

- Work as a highly independent worker, but also as an integral part of the team.
- Work collegially and collaboratively as part of the team
- Communicate effectively and openly in the workplace.
- Complete tasks in a timely manner and meet strict deadlines.
- Participate in professional development including self-directed learning and required training.
- Demonstrate knowledge of occupational health & safety, and equal employment opportunity and comply with associated organisational policies.
- Participate in, and at times, lead *continuous quality improvements* for your position, the team and the Service.

Please note that the responsibilities outlined in this position description are not exhaustive, and only an indication of the work of the role. The Housing Co-op can direct you to carry out duties which it considers are within your level of skill, competence and training.

KEY SELECTION CRITERIA

1. Certificate III in Individual Support is a requirement for this position. Elements of practical experience or qualifications in diversional or occupational therapies, or experience in a similar role.
2. Well-developed interpersonal, verbal and written communication skills including the ability to engage and communicate effectively with a wide range of stakeholders.
3. Demonstrated understanding and respect of cultural needs and requirements.
4. Demonstrated ability to plan and organise own work, manage multiple tasks and work independently.
5. Demonstrated ability to exercise initiative, discretion, judgement and maintain confidentiality.
6. Demonstrated typing and computer skills and knowledge of computer software programs including the Microsoft Office suite.

ADDITIONAL FACTORS

- Maintain a current drivers licence and obtain a Registered Driver Authorisation (for passenger transport)
- Current First Aid and CPR Certificate.
- Vaccinations
- Criminal History Check – current (and maintaining an up to date CHC) without any disclosable outcomes with precluding offenses

KEY PERFORMANCE INDICATORS

Community engagement

Contribution to engaging existing clients as well as engaging and building client base

Client Satisfaction:

Customer Satisfaction Rate ensuring clients are happy and satisfied with activities and events included in the Lifestyle Program

Business Processes:

Demonstrated achievement of hours provided under grant funding

Learning and Growth for me and others:

Staff Satisfaction Rate