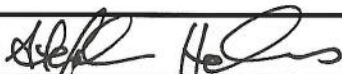


<b>Position description Activities Officer</b>			
<b>Position details:</b>			
<b>Position title:</b>	Activities Officer	<b>Reports to:</b>	Activities Coordinator
<b>Department/Division:</b>	Residential Care	<b>Direct reports:</b>	Nil
<b>Position:</b>			
<p>Activities Officers support the Activities Coordinator in delivering a program of activities and events to support residents living in a Goodwin residential aged care facility. The activity program ensures our residents have access to the support and services they require to maintain an active and healthy lifestyle. Activities Officers work at a designated residential aged care facility, but may be relocated to another facility as organisational and resident needs change. Some weekends or out of normal business hours work may be required on occasions.</p>			
<b>Key responsibilities:</b>			
<ul style="list-style-type: none"> <li>• Support the Activity Coordinator in the implementation, record keeping and evaluation of the activities program.</li> <li>• Prepare and facilitate activities based on the principles of Montessori.</li> <li>• Encourage resident participation in planned activities to support them to maintain an active and healthy lifestyle.</li> <li>• Ensure residents are provided with every opportunity to access programs and services that support their individual and changing needs and preferences.</li> <li>• Undertake accurate and timely documentation.</li> <li>• Ensure residents maintain social connections with their communities – within the facility, with family and friends, the local community and wider community.</li> <li>• Inducting and settling new residents into the facility.</li> <li>• Ensure the quality of support delivered to residents meets the required standards.</li> <li>• Commitment to change management and implementation of innovative programs.</li> <li>• Ensure activity-related assets are well maintained and usage is maximised.</li> <li>• Undertake skills and competency training and attend required training and meetings.</li> </ul>			
<b>Other:</b>			
<ul style="list-style-type: none"> <li>• Compliance with organisational policies and procedures, legislation, work health and safety and diversity.</li> <li>• Commitment to quality systems and continuous improvement.</li> </ul>			
<b>Selection criteria:</b>			
<b>Qualifications:</b>			
<ul style="list-style-type: none"> <li>• Certificate IV or above in Leisure and Health (or equivalent).</li> <li>• Current light rigid (LR) drivers licence (bus licence) or willingness to obtain.</li> </ul>			
<b>Essential skills:</b>			
<ul style="list-style-type: none"> <li>• Demonstrated experience in the delivery of innovative and fun activities.</li> <li>• Good organisational skills, planning and time management.</li> <li>• Sound level skills in office systems, procedures, documentation, record keeping, and setting work priorities.</li> <li>• Strong interpersonal skills and ability to communicate with a range of stakeholders.</li> <li>• Understanding of the principles of Montessori.</li> <li>• Maintain good spirits even in adversity, possess stamina and robustness.</li> </ul>			
<b>Personal attributes:</b>			

Position description Activities Officer	
<ul style="list-style-type: none"> <li>• High ethical standard, is trustworthy and confidential.</li> <li>• Works well individually and as a team member.</li> <li>• Has consideration and respect for others and their views.</li> <li>• Adapts to changing environments and demands.</li> <li>• Enthusiastic, energetic, projects a positive image.</li> <li>• Good attention to detail, efficiency and effectiveness.</li> </ul>	
<b>Work health and safety:</b>	
<ul style="list-style-type: none"> <li>• Participate and contribute to work health &amp; safety practices to ensure a safe work environment.</li> <li>• Manual handling of furniture and equipment for activities and meetings.</li> <li>• Assisting frail older people, including assisting with their mobility aids, as required.</li> </ul>	
<b>Position approval:</b>	
This position is approved at GACS Level 2 under the Goodwin Enterprise Bargaining Agreement.	
<b>Authorisation:</b>	
This position description has been authorised as part of Goodwin's document management process. It comes into effect on the date indicated next to the CEO/COO signature.	
<b>CEO/COO signature:</b>	<div style="display: flex; justify-content: space-between;"> <div style="width: 60%; text-align: center;">  </div> <div style="width: 35%; text-align: center;"> <b>Date:</b> 26/7/16                 </div> </div>

