



St Carthage's Community Care

Day Club Coordinator

January 2019



Our Eden community commits to creating relationships that provide people
with a pathway to a life worth living

1. TITLE: Day Club Coordinator

2. LEVEL:

3. UNIT AGED CARE - CHSP

4. ORGANISATIONAL RELATIONSHIPS:

4.1. Responsible to: Lead Support Planner – Aged Care

4.2. Provides Support to: Day Club members

4.3. Supervision of: Community Care Workers and Volunteers

4.4. Internal and External Liaisons:

Internal: Community Services Manager, Support Planners, Community Care Workers, Volunteers, Clients, Carers and Families.

External: Community agencies, Aged Care Facilities

5. POSITION OBJECTIVES:

- To commit to and promote the Eden Philosophy
- To work within the Organisations Vision and Mission Statement
- To comply with all funding agreements and other legal requirements
- To network and represent St Carthage's Community Care at relevant forums
- To work in collaboration with the Lead Support Planner – Aged Care to implement and monitor a wide variety of activities and partner with external networks to keep the Day Club client base engaged throughout the year.
- To liaise with St Carthage's staff, clients and external service providers and agencies in relation to the provision of aged care activities; social events and outings.
- To ensure safety at all times.

6. RESPONSIBILITIES:

Wellness programs

- Develop and implement Wellness activities which include but not limited to:
 - gentle group exercise
 - creative arts
 - music
 - special theme days
 - reminiscence groups and outings

These activities are provided in a safe, stimulating environment in which interaction between participants is encouraged and friendship is promoted.

Group Activities:

- Develop and implement Group Activities which include but not limited to:
 - group activities for and including the Frail aged, Dementia specific Italian and other Communities
 - Social outings, mainly bus trips
 - Healthy cooking programs
 - Music programs
 - Gardening activities
 - Youth programs
 - Exercise programs

Support Services

- Advocate on behalf of individual clients and groups
- Maintain accurate records
- Contribute to the development of promotional information and program materials
- Update Carelink including client attendance in readiness for monthly invoicing

Supervision

- Provide induction programs for Community Care Workers and Volunteers
- Provide professional support, supervision, coaching, debriefing, support and training for Community Care Workers and Volunteers
- Write monthly reports on activities as directed

Strategic Directions

- Assist the Senior Management Team (SMT) to identify future needs and growth opportunities
- Assist in preparation of funding submissions and make recommendations on the future directions of St Carthage's Community Care – Day Club Services.
- In consultation with the Lead Support Planner – Aged Care prepare accountability documentation required by the relevant funding bodies where deemed necessary.
- Assist the Lead Support Planner – Aged Care to establish departmental measurements that support the accomplishment of the strategic goals
- Assist the Lead Support Planner – Aged Care monitoring of an annual budget

Relationships and Communication

- Liaise with and at times supervise Community Care Workers and Volunteers.
- Attend and participate in relevant meetings and professional development
- Identify professional development opportunities in consultation with the Lead Support Planner – Aged Care
- In conjunction with the Lead Support Planner – Aged Care establish work priorities to meet work-plan objectives
- Attend and participate in regular coaching and supervision sessions
- Address conflict and grievances constructively and in a timely manner and treat all information sensitively and confidentially
- Communicate effectively (orally and in writing), negotiate constructive outcomes and build positive relationships and maintain a high degree of professionalism
- Work with relevant consultants and other agencies on issues impacting on the organisation where specialist advice/service is required
- Provide induction programs for Community Care Workers and Volunteers
- Provide professional support, supervision, coaching, debriefing, support and training for Community Care Workers and Volunteers
- Write monthly reports on activities as directed

Team Work

- Participation in the on call roster
- Work flexibly and collaboratively to address emerging issues
- Perform other reasonable duties and responsibilities within the capabilities of the position as requested by the Lead Support Planner – Aged Care

Qualifications and Experience

- Criminal Record Check Clearance
- Working with Children Check
- Current First Aide Certificate
- Current Drivers Licence
- Relevant qualifications in Community Work, Leisure & Lifestyle or Event Management with a minimum of 2 years' experience.