

## Job Description

<b>Job Title:</b>	<b>Coordinator – Social Activities</b>
<b>Ref No:</b>	SUP171
<b>Portfolio:</b>	Aged Care Services
<b>Service Stream:</b>	Community Aged Care
<b>Program:</b>	Home Care
<b>Reports to:</b>	Senior Coordinator
<b>Classification:</b>	Salaried
<b>Date:</b>	September 2018

## Job Purpose

To plan, coordinate and provide social and lifestyle activities to customers of Home Care.

## Key Result Areas

### Service Delivery and Coordination

- Plan and implement social activities which provide customers with an opportunity to improve their sense of overall wellbeing and social engagement in a supportive environment
- Ensure social activities are within program budget constraints, affordable for the customer and risk assessed
- Ensure Aged Care standards and AnglicareSA policies and procedures are adhered to
- Participate in and enhance the Parish Partnership program
- Manage finance, assets and resources efficiently and effectively

### People Leadership

- Provide direction and advice to staff and volunteers in the performance of their duties as related to the provision of social support during planned activities
- provide feedback to staff and volunteers as related to the provision of social support during planned activities
- Assist in the recruitment, engagement and retention of volunteers within the Home Care program to meet customer needs

### Communication/Consultation

- Establish consultative processes to create suitable social activities for customers
- Communicate effectively and provide support and advice to program customers and staff as required.
- Maintain open communication with the Senior Coordinator and Program Manager to ensure they are informed of your ability to meet your key result areas, any program unmet KPI's or customer's and staff/volunteer feedback.
- Collaborate and advise other members of the Home care team (Anglicare staff and other service providers), to effectively manage the care needs of customers in relation to the provision of social support during planned activities
- Act at all times to protect the rights of customers, including confidentiality, privacy and individual choice and decision-making.
- Promote the organisation both internally and externally in a positive manner.

### Customer Service

- Act in a professional manner at all times to provide a prompt, courteous, responsive and flexible service to all program customers and staff/volunteers .
- Assist the Manager to resolve concerns or issues raised by customers and staff/volunteers as appropriate

**Work Health and Safety (WH&S)**

- Ensure own action or lack of action does not place own safety or that of others at risk.
- Use prescribed personal protective equipment.
- Assist in the evaluation of hazards and immediately report any accidents or near misses.

**Working Relationships:** Coordinators/Facilitators, Care Staff, Volunteers and Partner Agencies**Specific Job Requirements**

- You will be required to travel to other AnglicareSA sites on a regular basis.
- You will require a current driver's licence.
- You will be required to regularly work additional hours to meet deadlines and other requirements. No overtime will be paid.
- You will have a mandatory requirement to report any suspicion of abuse or neglect of children or young people to Families SA as required by the South Australian Child Protection Legislation.
- A current Senior First Aid Certificate must be maintained.

**Standard Job Requirements (all staff)**

- Embrace and integrate AnglicareSA's Vision, Purpose and Values into your role.
- Support AnglicareSA's commitment to reconciliation between Aboriginal people and other Australians as outlined in our Reconciliation Action Plan. This includes, but is not limited to, the engagement and participation of Aboriginal people, and the provision of culturally competent, respectful services and system responses.
- Conform with AnglicareSA's conditions of employment, Code of Conduct, Standards of Practice and Behaviour, Confidentiality and Fair Treatment policies and other Human Resources, Work Health and Safety (particularly AnglicareSA's manual handling) and organisational policies and procedures.
- Adhere to legislative requirements applicable to the role, including and not limited to the Work Health and Safety Act and the EEO Act.
- Perform all allocated duties within classification and work at other AnglicareSA sites if required.
- To be physically and mentally capable and report to work in a fit state to perform all duties.
- Must provide evidence of Australian residency or current working VISA.
- Actively participate in performance reviews, performance development, training (including Work Health and Safety and fire safety) and supervision opportunities.

☒ **National Police History Check**☐ **DCSI Child-Related Employment Screening****Person Specification****Qualifications**

- Diploma in Lifestyle and Leisure or relevant qualifications (desirable)
- Senior First Aid Certificate
- Certificate 3 in Individualised Support or equivalent

**Demonstrable Requirements / Selection Criteria**

- Demonstrated experience in the planning and implementation of social programs
- Service coordination experience
- Proven ability to think creatively, to problem solve and to develop strategies and operation plans that take into account risk assessments, budgetary requirements and organisational needs

**WH&S**

- WH&S knowledge and skills suitable for the position.

**Cultural Fit**

- Work within a team environment in accordance with AnglicareSA values.

---

**Competencies**

*The competencies below reflect requirements for this position. They may be used as part of the selection process when recruiting for the position and for performance reviews.*

<b>Living the AnglicareSA Values</b>	Ensure the values are incorporated in day-to-day activities within program / team / professional area.
<b>Cultural Respect of Aboriginal Peoples</b>	Ensure programs provide effective access and inclusion for Aboriginal people and communities.
<b>Valuing Diversity</b> <i>(race, ethnicity, gender, sexual orientation, socio-economic status, age, physical abilities, religious beliefs, political affiliation etc.)</i>	Ensure valuing diversity is imbedded into day to day activities within program / team/ professional area.

## AnglicareSA Vision

Justice, respect and fullness of life for all.

## AnglicareSA Mission

AnglicareSA provides care and support with a voice for disadvantaged and vulnerable people in our communities.

## AnglicareSA Values

- **Integrity**  
We act honestly and ethically and ensure accountability to those we service and work with.
- **Compassion**  
We respond with sensitivity and empathy to the needs, ability and aspirations of the people we work with and the communities we serve and work with.
- **Stewardship**  
We are custodians of the resources entrusted to us for current and future service, building the capability of those we serve and those we work with, to ensure the sustainability, quality and effectiveness of our services.
- **Equity**  
We affirm the importance of diversity and inclusion in our workplace and the community. We will demonstrate fairness in our workplace. We will promote personal, social and economic change to enable those customers in the most difficult circumstances to flourish.
- **Servant Leadership**  
We place the needs of others first to enable them to grow. We empower, accept responsibility, and understand our role is to enable, encourage and support.

## ACCEPTANCE/AUTHORISATION

Jobholder Signature: ..... Date .....

Print Jobholder Name: .....

General Manager, Aged Care Services Signature: .....

Date: .....