



Lutheran Community Care

## POSITION DESCRIPTION

<b>Position:</b>	Creative Programs and Volunteer Coordinator	<b>Service:</b>	Salem Lutheran Aged Care
<b>Department:</b>	Aged Care	<b>Revised:</b>	July 2016
<b>Conditions:</b>	LCC Aged Care Services Enterprise Agreement 2013 Support Worker Level 6		

### Purpose of the role

- Enable all residents/clients to participate in meaningful activities of their choice and to express themselves creatively, with the aim of maintaining and/or increasing their quality of life.
- Ensure that Salem and its residents/clients have access to sufficient numbers of volunteers who are engaged and productive.
- Support the development of a collaborative, creative and joyful atmosphere and environment at Salem.

### Operating environment

This position is located in Toowoomba at Salem Lutheran Aged Care and Northridge of Lutheran Community Care (LCC), a respected not-for-profit organisations providing services in the fields of aged care, family and youth support, disability and chaplaincy in South-East Queensland.

LCC has determined that the quality of its creative activities and arts program will be one of the organisation's core distinguishing features. The success of the creative activities and arts program, as well as the volunteer program, relies on the establishment of strong links between the incumbent and staff from all disciplines, volunteers, resident family members and the wider community as well as with the residents/clients.

### Salem Lutheran Aged Care and Salem Northridge

Salem is comprised of 3 residential aged care services at two separate locations in Toowoomba providing 143 residential aged care places, includes a 14 room dementia unit. Salem also provides 28 Home Care Packages in the Darling Downs region.

Salem Hume Street provides care and services to 101 aged care clients and Northridge houses 42 residents.

### Reporting relationships

The Creative Programs and Volunteer Coordinator reports to the Service Manager and will also maintain a very close working relationship with the Care Manager and other senior co-ordination positions. This position leads and supervises the lifestyle team as well as the service's volunteers.

### Major Responsibilities

Within the policies established by LCC, the incumbent will:

- Recognise, seek out and create opportunities that build a sense of community and establish connections within the service as well as with the wider community to strengthen the creative activities and arts program, and volunteer involvement;



## POSITION DESCRIPTION

Lutheran Community Care

- Deliver a high quality, innovative and responsive creative activities and arts program that provides meaningful and engaging activities for residents in all areas of the service by -
  - Leading the development and implementation of the service's plan for program,
  - Assessing individual residents' needs with regard to their creative interests, social/cultural history, emotional and spiritual needs,
  - Designing and implementing individual and group activities that engage with residents' interests and desires, supporting and empowering residents to use and develop their skills and abilities,
  - Evaluating program effectiveness, making changes and improvements as appropriate;
- Lead and manage all aspects of the volunteer program by -
  - Preparing and implementing Salem's plan for volunteer development, including identifying new volunteer opportunities and projects,
  - Ensuring volunteers feel valued, strongly recognised and fully engaged,
  - Building community links that encourage a wide range of volunteer participation,
  - Managing recruitment, training and orientation, role allocation, mentoring and supervision,
  - Ensuring all volunteers maintain up-to-date police checks;
- Provide strong and effective leadership for members of the creative activities and arts team;
- Support and contribute to relevant initiatives across LCC;
- Produce written and oral reports relating to the management of programs;
- Maintain records that support effective service delivery and meet accreditation requirements.

### Qualifications and Experience

The incumbent is required to:

- Have advanced skills in one or more creative area, which includes but is not restricted to: creative writing; storytelling; music, dance and movement, and visual arts;
- Have well developed skills in group facilitation as well as working one-on-one;
- Be able to motivate and inspire others as well as lead and manage change;
- Have superior communication skills;
- Bring an innovative approach to providing tailored and meaningful activities for the residents;
- Be dynamic, energetic and confident enough to establish strong links with others;
- Maintain an Australian Driver's Licence and a Positive Federal Police check.

The incumbent will have an affinity with older people and may have led volunteers and/or have been a volunteer. Experience in a people-related role or discipline such as community development, teaching, allied health and/or counselling will support success in this position.

The incumbent will be required to provide medical information relevant to this position by submitting to a pre-employment medical and be deemed fit by LCC Chief Medical Officer.

<p>NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organisation.</p>
---