



Lutheran Community Care

## POSITION DESCRIPTION

<b>Position:</b>	Creative Programs and Volunteer Coordinator	<b>Service:</b>	Orana Lutheran Complex
<b>Department:</b>	Aged Care	<b>Revised:</b>	July 2017
<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 Orana 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 in Orana.
- Manage the Day Therapy Program.

### Operating Environment

This position is located in Kingaroy at the Orana Lutheran Complex of Lutheran Community Care (LCC), a respected not-for-profit organisation providing services in the fields of aged care, disability, family support, youth support and chaplaincy in 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, family members of residents and the wider community as well as with the residents/clients.

### Orana Lutheran Complex

Orana is the largest aged care complex in the South Burnett and has 94 care places, including a dementia wing, as well as 25 independent living units and a day therapy centre.

### Reporting Relationships

The Creative Programs and Volunteer Coordinator reports to the Care Manager and will also maintain a very close working relationship with the Service Manager and other senior co-ordination positions. He or she will lead and supervise 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;
- 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 -



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- Leading the development and implementation of the service's plan for the creative activities and arts 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 the effectiveness of programs and make changes and improvements as appropriate;
- Lead and manage all aspects of the volunteer program by -
  - Preparing and implementing Orana'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;
- In line with the comprehensive grant agreement, manage the Day Therapy Program by:
  - Facilitating client participation in a range of activities,
  - Ensuring the quality review standards relating to program accreditation are met;
- 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.

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.