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| **Position Title:** | Recreation Officer – Residential |
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| **Reports to:** | Recreation Coordinator - Residential |
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| **Supervising:** | N/A |
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| **Liaises with:** | Other staff members and residents |
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| **Location:** | Wintringham Williamstown  2 Wintringham Road, Williamstown  Wintringham Port Melbourne  79 Swallow Street, Port Melbourne  Ron Conn Nursing Home  33 Westminster Drive, Avondale Heights  32 Eunice Seddon Home  Potter Street, Dandenong  McLean Lodge  1 Little Princes Street, Flemington  Gilgunya  23 Harding St, Coburg |
|  |  |
| **Classification:** | Wintringham EBA |
|  |  |
| **Hours:** | Full-time, Part time or Casual (as rostered) |

**About Wintringham**

Wintringham provides affordable and high quality housing, support, aged care and NDIS services and accommodation to people over 50 years old, who have previously experienced homelessness or are at risk of becoming homeless.

Wintringham promote a care model of empowerment, where Wintringham staff work in partnership with clients and residents to achieve mutually agreed outcomes.

Wintringham is an advocate for elderly people, respecting their individuality, whilst working to achieve equality and social justice.

**Position Summary**

The objective of the position is to:

* Assist the Leisure & Lifestyle Coordinator (Recreation) to continually develop a recreation program, designed to meet the individual leisure needs of each resident
* Assist in the maintenance of accurate and relevant documentation.

**Responsibilities/Duties**

In conjunction with the Leisure & Lifestyle Coordinator (Recreation):

* Ensure confidentiality is maintained at all times
* Ensure resident’s individual recreation interests are established and facilitated
* Ensure recreational pursuits are facilitated in a fashion that maximises the residents’ recreational independence
* Encourage the support of families and friends
* Liaise with other members of the staff team regarding structure and development of programs
* Encourage residents to maintain their community associations and contacts
* Promote recreational opportunities available within the broader community
* Facilitate residents’ access to venues, events and recreational opportunities
* Facilitate residents’ access to programs that will assist the maintenance of their independence
* Maintain accurate records regarding residents’ recreation participation and contact with recreation staff
* Ensure development of Social Profiles, Diversional Therapy Assessments and Diversional Therapy / Recreation Care Plans for each resident
* Review and further develop Resident Care Plans
* Assist in developing a two monthly newsletter in conjunction with residents
* Be aware of relevant legislative standards and guidelines
* Pursue ongoing development in order to enhance knowledge of contemporary practices and broaden understanding of own responsibilities
* Participate in the continuous improvement cycle, by proactively identifying and raising improvements through Wintringham’s quality systems
* Understanding responsibilities in relation to the role as defined in the relevant policies and procedures
* Practice open communication and proactively participate in problem solving, where issues or areas of disagreement arise
* Accept all responsibilities as defined in relevant policies and procedures
* Duties as directed by the Recreation Program Manager from time to time.

Wintringham staff must work in partnership with residents to achieve mutually agreed outcomes. It is expected that staff will modify their approach to suit the needs of the individual and maintain a harmonious relationship with residents whenever possible.

## Health & Safety Responsibilities

As a Wintringham employee, you have the following responsibilities under the OHS Act 2004:

* Take reasonable care to ensure your own safety
* Do not place others at risk by any act or omission
* Follow safe work practices and procedures
* Use and care for equipment as instructed
* Do not wilfully and recklessly interfere with safety equipment
* Report hazards and injuries
* Cooperate with the employer to meet OHS obligation under OHS Act 2004

**Key Selection Criteria**

**Skills/Experience:**

**Desirable**

* Gain the confidence and cooperation of residents from a range of backgrounds
* Be creative and innovative
* Have a non-judgemental approach
* Work as part of a team
* Maintain a courteous and caring manner at all times
* Have a flexible attitude
* Encourage and motivate older people
* Experience in working with older people
* Experience in recreational program planning and implementation
* Knowledge of local area and services
* Knowledge of and ability to utilise community groups and resources.

**Qualifications:**

**Essential**

* Qualification in Recreation Management or Leisure & Lifestyle or equivalent, or currently undertaking
* A current Victorian motor vehicle driving licence (manually geared vehicle)
* First Aid Certificate 2.

Appointment is subject to the Wintringham Employment Screening policy, including a satisfactory police records check and NDIS Worker Clearance check prior to commencing unless the applicant is already a staff member who is currently employed with Wintringham.

**Wintringham is an equal opportunity employer.**

**I have read this position description and understand the requirements and responsibilities of this position as part my employment with Wintringham.**

## EMPLOYEE’S NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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