Ref: HRM PD 29cbSE

POSITION DESCRIPTION

Position Title:	Recreation Officer
Reports To:	Recreation Coordinator
Supervising:	N/A
Liases with:	Recreation Manager, Site Manager, Recreation Staff, Care and support staff and Case Managers.
Location:	33 Westminster Drive, Avondale Heights, 3034
Classification:	Wintringham EBA
Hours:	Casual

Program Description:

Wintringham is a welfare company that has been established to provide accommodation and care and support services to aged men and women, the majority of whom have a background of social and financial disadvantage.

The Community Program delivers assistance to elderly men and women currently living in their own homes.

The objectives of the position are to:

Assist individual clients living in their own homes to develop their recreational pursuits and interests, through identifying, creating and developing activities.

Assist clients in the individual facilitation of their recreation pursuits, through 1:1 facilitation, integrating clients into community recreation programs, and assisting community carers to implement planned recreation pursuits.

Liaise with case managers and carers to develop a sound approach to the clients overall lifestyle and wellbeing.

Liaise and develop recreational programs in conjunction with the clients support networks and family members, and utilise these networks to support the program in the facilitation of these pursuits.

Wintringham staff must work in partnership with clients and 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 clients and residents whenever possible.

Copyright © 2012 Wintringham

POSITION DESCRIPTION

Responsibilities/Duties:

- To ensure confidentiality is maintained at all times.

Maintain a focus on independence and link in clients with community programs where possible.

- Assist in the establishment of a leisure/lifestyle profile for each client.
- Develop recreation programs which will assist clients to further develop their everyday living skills to promote independence.
- To proactively assist with the maintenance of the quality management system and to accept responsibilities as defined in the relevant policies and procedures.
- Be involved in regular meetings with case management staff.
- Encourage clients to maintain their community associations and contacts.
- Promote recreational opportunities available within the broader community.
- Facilitate activities that promote access to venues, events and recreational opportunities.
- Facilitate programs that maintain and enhance their independence.
- Maintain accurate records regarding the range of activities and clients participation.
- Other duties are directed by the Recreation Manager.
- You will be aware of relevant legislative standards and guidelines.
- To pursue ongoing development in order to enhance knowledge of contemporary practices and broaden understanding of own responsibilities.
- To proactively assist with the maintenance of the quality management system and to accept responsibilities as defined in the relevant policies and procedures.
- Practice open communication and pro-actively participate in problem solving where issues or areas of disagreement arise, as per the Open Communication Policy found in the Leadership and Management Manual.

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.

Qualifications:

Copyright © 2012 Wintringham

POSITION DESCRIPTION

Mandatory
- A current Victorian motor car driving licence
- First Aid Certificate 2
- Hold an appropriate qualification.

Desirable
- Diploma/Degree in Recreation or equivalent (or in the process of attaining)

Experience / Skills

Desirable
- Experience in working with older people.
- Experience working with people with dementia
- Experience in recreational planning and implementation.
- Knowledge of local area and services.
- Knowledge of and ability to utilise community groups and resources.
- Excellent time management skills.
- To be goal oriented.
- Ability to gain the confidence and co-operation of clients with various levels of interests and from a range of backgrounds.
- Flexible attitude.
- A genuine commitment towards facilitating a service to meet the needs and interests of older people.
- Ability to be creative and innovative and to encourage and motivate older people.

Appointment is subject to a satisfactory police records 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 _____

SIGNED____ _____DATE_ ___ _____

Copyright © 2012 Wintringham

POSITION DESCRIPTION

Copyright © 2012 Wintringham