Wintringham

Ref: HRM PD 29cf

POSITION DESCRIPTION

Position Title:	Recreation Officer – Residential
Reports To:	Recreation Co-ordinator - Residential
Supervising:	N/A
Liaises With:	Other staff members and residents
Locations:	Ron Conn Nursing Home 33 Westminster Drive, Avondale Heights
Classification:	Wintringham EBA
Hours:	Part time

Program Descriptions:

The objective of the position is to:

- Assist Leisure & Lifestyle Co-ordinator (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 is up to date and meets ACFI requirements.

Responsibilities/Duties:

In conjunction with the Leisure & Lifestyle Co-ordinator (Recreation):

- To 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 resident 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.

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- Ensure development of Social Profiles, Diversional Therapy Assessments and Diversional Therapy / Recreation Care Plans for each resident.
- Review and further develop Resident Care Plans in keeping with ACFI guidelines.
- Assist in developing a two monthly newsletter in conjunction with residents.
- To accept all responsibilities as defined in relevant policies and procedures
- Duties as directed by the Recreation Program Manager from time to time.
- 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.
- You will be aware of relevant legislative standards and guidelines.
- 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.

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.

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

Qualifications:

Mandatory

- 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.

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Skills and Experience:

Desirable

- Gain the confidence and co-operation 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

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_____