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| **Position Title:** | Recreation Officer - Community |
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| **Reports to:** | Recreation Coordinator - Community |
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| **Supervising:** | N/A |
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| **Liaises with:** | Recreation Manager, Site Manager, Recreation Staff, Care and Support staff and Case Managers. |
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| **Location:** | SOUTH EAST - 22/31 Fiveways Blvd, Keysborough  WESTERN - 97 Charles St Seddon  NORTHERN - 310 Mt Alexander Road, Ascot Vale  SOUTHERN - 372 South Rd, Moorabbin  OUTER NORTH - 61 Riggall Street, Broadmeadows  HUME - 1/29 Wyndham Street, Shepparton  BARWON - 35/3 Cranwell Court, Highton  GRAMPIANS - 1/68 Albert St, Creswick  SOUTHERN TASMANIA - 66 Alexandra Esplanade, Bellerive |
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| **Classification:** | Wintringham Collective Agreement |
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| **Hours:** | Full Time / Part Time / Casual |

**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 older people, respecting their individuality, whilst working to achieve equality and social justice.

**Position Summary**

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 client’s overall lifestyle and wellbeing.
* Liaise and develop recreational programs in conjunction with the client’s 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.

**Responsibilities/Duties**

* Ensure confidentiality is maintained at all times
* Understand and adhere to Wintringham’s Code of Conduct
* 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
* 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 client independence
* Maintain accurate records regarding the range of activities and client participation
* 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
* Other duties directed by the Recreation Coordinator.

## 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 and the Work Health and Safety Act 2012 (Tas).

**Key Selection Criteria**

**Skills/Experience:**

**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
* Ability 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

**Qualifications:**

**Essential**

* A current 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)

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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