



Job Description and Selection Criteria

Activities Officer

Location

Kingia/Tandara Care Centres
5 Allen Court, Bentley WA 6102

Reporting To

Care Facility Manager
Registered & Enrolled Nurses

Direct Reporting Staff

Nil

Award / Agreement

HSU Agreement 2016

Normal Hours

As per rostered hours

Position Objective

Under the direction of the Care Facility Manager, assist residents to participate in social, cultural, spiritual and leisure activities to improve, maintain or minimise loss of function.

Key Roles:

- Providing direct care to residents.
- Completion of specific or required documentation.
- Compliant with Occupational, Safety and Health requirements.
- Compliant with Customer Service and Quality standards.
- Appropriate reporting to RN and EN.

Duties

General:

- Ensure Jacques Centre is presented daily in a neat, tidy and homelike manner.
- Set-up areas for activities.
- Re-set areas after activities.
- Announce activities over the public address system.

- Assist residents with correspondence (reading & writing letters, cards etc)
- Maintain resident confidentiality.
- Purchase resources and materials for recreation activities.
- Work with volunteers.
- Catering for special events/meals (purchasing, ordering, cooking and serving meals, decorating building)
- Palliative care, bed watch.
- Assists residents to use toilet during activities.
- Assist with feeding of residents.
- Read report and communication books at beginning of shift.

Outings:

- Facilitate medication ingestion, using Webster pack system by residents on outings.
- Drive vehicles to take residents on outings when appropriate licence held.
- Escort residents to internal appointments ie. Hairdresser, dentist, hearing tests, podiatrist, optometrist, etc.
- Escort residents to social, cultural, spiritual and leisure group activities internally.

Resident Intervention:

- Conduct larger and small group activities.
- Conducts activities on an individual basis.
- Managing residents individually and in a group setting who present with difficult behaviours.
- Managing resident individually and in a group setting who have a diagnosis of dementia.

Documentation:

- Daily Activity records.
- I.T. / Autumn Care competent.
- Exceptional reporting in progress notes.
- Activities evaluation.
- Special events evaluation.
- Incident & Accident reports.
- Participates in and logs Continuous Improvement activities.
- Bowel and pain charts.

Other tasks may be assigned from time to time to meet the needs of the organisation and to assist with the employee's development.

Performance of all tasks to the required standard is essential to maintain the contribution of this position to SwanCare Group standards and the effectiveness of operations. All tasks should be performed in a manner which complies with SwanCare Group Occupational Health and Safety policies and procedures.

Staff will be required to attend and comply with the mandatory training as specified by the Manager Kingia/Tandara.

Legal Requirements

- Aged Care Act 1997
- Health Act 1911
- Health (Food Hygiene) regulations 1993
- Occupational Safety and Health Act 1984
- Occupational Safety and Health Regulations 1996

Prepared by: People and Culture

Signature:

Date:

Accepted and Agreed by:

(Name)

Signature:

Date:

SELECTION CRITERIA

Activities Officer

Essential Criteria

- Highly developed communication, presentation and interpersonal skills.
- Ability to read and write English.
- Current First Aid Certificate.
- Federal Police clearance
- Previous experience in the delivery of personal care and the development and delivery of lifestyle programs in a residential care setting.
- Formal qualifications appropriate to the role.
- Current First Aid Certificate.
- Current National Police clearance.
- Competent user of Microsoft Word and Outlook.
- Empathy with aged care population.
- Good organisational and time management skills.
- Food safe education.
- Dysphagia competent.
- Medication competent with Webster packs system.
- Current A class drivers license.
- Ability to update/refresh relevant working knowledge.
- Ability to work within a team.

Desirable Criteria

- Certificate III or IV in Aged Care / Health & Leisure Services.
- Ability to work in a leadership role.
- Knowledge of Aged Care funding tool.