# Position Description

# Recreation Support Worker

**Vision Australia, supporting people who are blind or have low vision to live the life they choose.**

## Purpose of Position

## The key purpose of this position is to deliver recreation programs for a diverse clientele and to ensure the overall smooth operation of recreation services offered for clients, to assist in achieving equity and access for people who are blind or have low vision.

## Context

Vision Australia exists to support people who are blind or have low vision to live the life they choose. Vision Australia provides services to more than 32,000 clients from 28 Vision Australia sites in NSW, ACT, Queensland and Victoria and 29 clinics as well as outreach services to the Northern Territory and Tasmania.

## Principal Responsibilities

* Plan, develop, deliver and evaluate high quality social support groups across the region;
* Ensure effective transdisciplinary service provision for clients and their families;
* Provide direction, support and training for volunteers so they can assist in the delivery of recreational activities;
* As required, undertake the role of primary service provider to coordinate the provision of services for clients and families and liaise with external service providers to achieve desired outcomes for clients (for single recreation service clients only);
* Review and further develop information and resources, promote and represent Vision Australia services in relevant forums, and develop and maintain internal and external networks;
* Undertake continuous professional development including keeping up to date with funding body expectations, new research and maintaining skills & knowledge levels;
* Monitor and maintain accurate, up to date client records in accordance with professional standards, Vision Australia policy and procedures and relevant legislation;
* Provide adequate supervision for all persons on Vision Australia sites and events and ensure all safety issues are reported and addressed;
* Other duties as required by the Regional Manager;
* Maintain asafe workplace by ensuring staff, volunteers and clients receive adequate information, training and instruction on WHS. Provide adequate supervision to all persons on Vision Australia sites and events and ensure all safety issues are reported and addressed.

## Key Performance Indicators

Key performance indicators will be clearly defined through the performance planning process.

## Essential Job Competencies

* Certificate III Community Services – Age Care (or equivalent)
* Demonstrated ability to plan, implement and evaluate programs and activities for individuals and groups
* Demonstrated knowledge of ageing and disability
* Excellent organisational & time management skills
* Highly developed analytical and problem solving skills
* Ability to work as part of a team and independently as required
* Highly skilled at establishing and building positive networking relationships and developing links with relevant external groups and volunteers
* Excellent interpersonal and written communication skills
* Sound skills in Microsoft applications and the internet

## Organisational Values

The expectation that we set is that our workforce understands and models our values and behaviours in everything they do 100% of the time;

* Person-Centred - We measure our success in terms of outcomes for our clients;
* Accountable - We hold ourselves responsible for what we do and don’t do;
* Collaborative - We work well together and with others to deliver the best possible outcomes;
* Commercially Focussed - We work efficiently and responsibly to sustain and grow our services and influence;
* Agile - We will adapt, learn and innovate to have a positive impact in a changing environment.

## Vision Australia environment

Many Vision Australia employees work with Seeing Eye Dogs and all employees are likely to have contact with working dogs.

Employment is subject to the Organisation receiving a National Police Record Check and if relevant, a Working with Children Check or QLD Blue Card or Vulnerable Persons (ACT) check.

## Role Scope

**Reports to: Regional Manager**

Direct Report Staff: 0

In-Direct Report Staff: 0

## Review of Job Description

This job description will be reviewed in line with the performance planning and appraisal process.

END