

# Position Description

POSITION DETAILS			
<b>Position Title</b>	Activities Coordinator – Home Care		
<b>Reports to</b>	Support at Home Program Manager		
<b>Business Function</b>	Home Care	<b>Salary Grade</b>	Enterprise Agreement, Aged Care
<b>Direct Reports</b>	NA	<b>Band / Level</b>	Level 7
<b>Indirect Reports</b>	Support Workers	<b>Location</b>	Northern Territory

REPORTING RELATIONSHIPS	
<b>Internal Key Relationships</b>	Community Operations Manager, Team Leaders- Home Care, Marketing and Fundraising
<b>External Key Relationships</b>	External providers, Allied Health Professionals

OUR ORGANISATION
ARRCS work began in 2014 with aspirations to improve the quality of life for people living in regional and remote areas of Australia. Today, our commitment remains stronger than ever. We provide support to people across the Northern Territory through Residential Aged Care and Disability Services, Mental Health support, Childcare and Regional Home Care services and School Nutrition programs. We take a holistic approach, and a deep respect for all Elders and Aboriginal Cultures is at the heart of our work.

OUR COMPANY VALUES				
Compassion	Respect	Justice	Working Together	Leading Through Learning
Through our understanding and empathy for others, we bring holistic care, hope and inspiration	We accept and honor diversity, uniqueness and the contribution of others	We commit to focus on the needs of the people we serve and to work for a fair, just and sustainable society	We value and appreciate the richness of individual contributors, partnerships, and teamwork.	Our culture encourages innovation and supports learning.

PURPOSE
The Activities Coordinator- Home Care develops and oversee an activities program that reflects the clients' preferences and enables individuals to maximise their social connections and reduce the risk of social isolation through meaningful activities. The Activities Coordinator mentors and leads the support workers in the delivery of this program. The activity program is delivered in both the broader community as well as in our Day Program Centres across the Territory.

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## KEY RESPONSIBILITIES

### Service Delivery

- Ensure a planned activity calendar is provided to all programs across the Territory
- Regularly evaluate the programs activities and update as per the feedback provided
- Increase utilisation of the activities-based program in both the Community and Day Program Centres
- Coordinate client communications such as newsletters for Home Care Team
- Coordinate and run the Client Information Sessions
- Assist in managing client satisfaction

### Teamwork and Development

- Works collaboratively within the team and actively participates and engages in team meetings and initiatives
- Sets personal goals, completes tasks, and meets deadlines ensuring work is achieved within expected timeframes
- Where required, liaises with carers, families and significant others involved in providing care
- Identifies any communication or workflow issues and makes suggestions for improvement
- Ensures individual learning is up to date and manages own professional development

### Quality, Safety and Risk Management

- Participate and contribute to WHS practises to ensure a safe work environment
- Ensure compliance with WHS policies and procedures and promptly respond to and report health and safety hazards, incidents, and near misses.
- Commitment to ensuring quality services are delivered to both internal & external clients through the quality, safety and risk management system. Act in accordance with all relevant external legislation and internal ARRCs policies and procedures that relate to this position and the organisation.
- Understand the importance of the quality and safety system at ARRCs and assume responsibility for the delivery of the system through;
  - Active participation in quality improvement activities.
  - Actively participate in staff meetings
  - Demonstrated knowledge of the Fire Safety and Evacuation Procedure
  - Working knowledge of the ARRCs Infection Control, WHS and Manual Handling policies and procedures with an emphasis on promoting compliance amongst team.
  - Be aware and comply with all Standards and Guidelines for Home Care
  - Exercise due care and economy in the use of ARRCs equipment and supplies.

### Personal Accountability

- Compliance with ARRCs's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of elderly who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with ARRCs employees and external stakeholders in accordance with ARRCs's values and professional standards of behaviour.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Actively participate in initiatives to meet Reconciliation Action Plan and empowering of First Nations people within our employment and for those we serve in our positions.

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- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e., equal employment opportunity, health, and safety) and mandatory training specific to position.

## SELECTION CRITERIA

Key skills and experience that the applicant requires to qualify for the role:

### Essential

- Experience working within the Aged Care sector Residential or Home Care
- Cert IV in Lifestyle and Health or other relevant tertiary qualifications
- Ability to travel across the Territory

### Experience

- Recent experience as a Lifestyle Coordinator or Support Worker in the Aged or Disability sector
- Demonstrated experience of ability to be creative, compassionate, and supportive in the provision of a quality Activities Program within the Community.
- Ability to lead Support Workers in the provision of a quality program and one that reflects ARRCS's vision and mission.
- Well-developed written, verbal & presentation / communication skills including computer literacy at an intermediate level using Microsoft Word / Excel and other applications.
- Knowledge of culturally sensitive practice when working with Aboriginal and Torres Strait islander people and people from culturally and linguistically diverse backgrounds.
- Ability to respond and adapt to competing priorities whilst working unsupervised.
- Empathy with older people, their families, and Carers

### Mandatory Requirements

- NDIS Worker Screening
- Influenza Vaccination
- COVID 19 Vaccination + Boosters
- National Police Check
- Driver's License

### Duties Statement

It is not the intent of this position description to limit the scope of this position in any way but to give an overview of this role at Australian Regional and Remote Community Services. You will at times be required to work on other tasks and areas as directed by the Program Manager or ARRCS Leadership Team. By signing your contract of employment, you accept and agree to the role and responsibilities as outlined in this position description.

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