

ROLE TITLE: Activity Assistant

BUSINESS UNIT:	Social	REPORTS TO:	Social Program Lead	SUPERVISION OF:	Nil
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QUALIFICATIONS **Desirable:** Certificate III or IV in Individual Support, Aged Care, Leisure and Health, Disability or equivalent.

ROLE PURPOSE:
Provide meaningful activities within the social program framework that will enhance the independence and wellbeing of all participants. Participate in the provision of activities and ensure the safety of clients.

- KEY OUTCOMES:**
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| <ol style="list-style-type: none"> 1. Contribute to planning and implementation of weekly social program activities designed to maintain dignity, skills and health. 2. Assist participants to engage in meaningful activities that reflect their preferences and are in line with their assistance plan. 3. Provide services, information and guidance that promotes self-determination and enables people to have the best life possible as they age. 4. Provide personal care assistance where needs are identified whilst also enabling their independence and choice. 5. Document and report on participant attendance and experiences and suggest program changes to maintain and enhance participation. 6. Assist with transportation of clients. 7. Work with electronic client management systems to record client information. | <ol style="list-style-type: none"> 8. Monitor and identify client behaviours of concern and potential triggers. 9. Identify client changes in care and escalate to Senior Activity Assistant. 10. Recognise the impact of complex care issues on carer/s. 11. Facilitate the realization of client interests, rights and needs. 12. Apply person-centred care approaches to all interactions with the person living with dementia. 13. Interpret and understand care plans including clients' specific needs and wants. 14. Encourage clients to build, strengthen and maintain independence. 15. Ensure all equipment and facilities are safe, tidy and maintained in good order. 16. Provide meals for participants including preparation, serving and clean up. |
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INDIVIDUAL RESPONSIBILITIES

- Ensure all reasonable steps are taken to protect personal safety at work and avoid adversely affecting the health or safety of any other person in the workplace.
- Ensure commitment to and compliance with ECH's Purpose, Values, policies, procedures, guidelines, work instructions and Code of Employment Principles.
- Give full attention and energy to the role and willingly undertake reasonable requests from your manager.
- Ensure that ECH property is kept secure against loss, theft or damage and is properly maintained at all times.

SPECIAL CONDITIONS	PERSONAL ATTRIBUTES
<ul style="list-style-type: none"> • Some out of hours work may be required. • National Police check is required. • Drivers licence is required. • Current First Aid Certificate incl CPR 	<ul style="list-style-type: none"> • Be active by displaying high levels of enthusiasm and responsiveness to the tasks at hand. • Engage with and understand the criticality of the services being developed and expand to shape and meet deadlines. • Confidence will be shown every day along with strategically thinking about the future needs of the organisation and how today's activities influence and shape that future direction.

ECH VALUES	ECH PROMISES TO OUR CUSTOMERS
<ul style="list-style-type: none"> ✓ All that do is grounded in our core values of integrity, empathy and respect. However, we also recognise that to excel in delivering our purpose we need to be <i>inspirational, courageous</i> and prepared to <i>take risks</i> to evolve. ✓ All employees are required to display qualities, professional conduct and positive attitude consistent with the ECH Values. 	<ul style="list-style-type: none"> ✓ To be reliable ✓ To care about you ✓ To treat you as an individual ✓ To be easy to deal with ✓ To always look for new ways to help you
LEADERSHIP COMPETENCIES	
<p><u>Manage Self</u></p> <p><u>Self Management</u></p> <ul style="list-style-type: none"> ✦ Ability to recognise and regulate own behavior <p><u>Wellbeing</u></p> <ul style="list-style-type: none"> ✦ Regularly operate in a state of good health and happiness ✦ Demonstrate the ability to bounce back from difficulty and change ✦ Able to adapt quickly to changes required in your role <p><u>Self Organisation</u></p> <ul style="list-style-type: none"> ✦ Spend own time and time of others on what is most important <p><u>Decision making</u></p> <ul style="list-style-type: none"> ✦ Ability to make sound decisions based on information available <p><u>Connect with and Support Others</u></p> <p><u>Interpersonal skills</u></p> <ul style="list-style-type: none"> ✦ Build positive relationships by involving and engaging with others ✦ Contribute to a caring, safe environment to enable everyone to do their jobs effectively <p><u>Lead and develop others</u></p> <ul style="list-style-type: none"> ✦ Empower and encourage staff to make decisions and take action in the best interest of clients/ECH ✦ Build relationships that demonstrate trust and allow others to feel fulfilment of their capability ✦ Assist others to identify and plan their development needs (role specific) <p><u>People management</u></p> <ul style="list-style-type: none"> ✦ Deal with unacceptable behavior promptly and effectively (role specific) <p><u>Delegation</u></p> <ul style="list-style-type: none"> ✦ Clearly delegate tasks and decisions where appropriate <p><u>Team building</u></p> <ul style="list-style-type: none"> ✦ Role model positive team member behaviours ✦ Appreciate others effort and credit those responsible for good work ✦ Gain assistance from others to achieve team and organisational outcomes <p><u>Influencing</u></p> <ul style="list-style-type: none"> ✦ Present messages in a clear and articulate manner 	<p><u>Organisational Purpose</u></p> <p><u>Aged Care Champion</u></p> <ul style="list-style-type: none"> ✦ Demonstrate respect for the importance and value of Aged Care <p><u>Person centred focus</u></p> <ul style="list-style-type: none"> ✦ Ensure service practices honour needs and values of the client ✦ Ensure service systems are developed in partnership with clients/carers (role specific) ✦ Demonstrate awareness and support of changing client needs (role specific) <p><u>Business Success</u></p> <p><u>Planning</u></p> <ul style="list-style-type: none"> ✦ Accurately scope out tasks and activities to be completed <p><u>Implementation</u></p> <ul style="list-style-type: none"> ✦ Utilise resources effectively and efficiently ✦ Provide clear direction and priorities clarifying roles and responsibilities <p><u>Commercial acumen</u></p> <ul style="list-style-type: none"> ✦ Demonstrate an understanding of the organisation as a business <p><u>Change Savvy</u></p> <p><u>Transformation</u></p> <ul style="list-style-type: none"> ✦ Positively approach new ideas and different perspective with openness ✦ Assist others to implement and adjust to changes required <p><u>Systems and structures</u></p> <ul style="list-style-type: none"> ✦ Encourage others to share ideas to improve process and practice <p><u>Customer Service Excellence</u></p> <p><u>Business Growth</u></p> <ul style="list-style-type: none"> ✦ Positively promote the organisation (formally and informally) <p><u>Service</u></p> <ul style="list-style-type: none"> ✦ Deliver high quality customer service (internally and externally)