

POSITION DESCRIPTION

Position Title:	Recreation Co-Ordinator - Residential
Reports To:	Recreation Program Manager
Supervising:	Recreation Officers, Volunteers
Liases With:	Recreation Program Manager, Site Manager, Residential Care Manager, Weekend Manager, other Program Managers, staff members.
Location:	Port Melbourne Hostel
Classification:	Wintringham EBA
Hours:	Full Time

Program Description:

Wintringham is a welfare company that has been established to provide accommodation, care and support services to aged men and women, the majority of whom have a background of social and financial disadvantage.

The care provided to Wintringham residents is carried out with the underlying principles of social justice.

All Wintringham staff are expected to practice open communication and pro-actively participate in problem solving where issues or areas of disagreement arise, as per the Open Communication Policy found in the Leadership and Management Manual.

Objectives of the position are to:

- Co-ordinate and continually develop a recreation program designed to meet the individual leisure needs of each resident.
- Ensure that all relevant documentation is accurate and up to date to meet funding and Aged Care Accreditation standards.

Responsibility Duties:

- Ongoing training and professional development with attendance at in-service training and external training sessions. Including compulsory attendance at fire/evacuation drills on an annual basis and initial orientation program.
- Be responsible for self-rostering of annual leave wherever possible.
- Ensure the Site Manager is aware of any rostering change arranged.
- To ensure workplace and resident confidentiality is maintained at all times.



POSITION DESCRIPTION

- Ensure resident's individual recreation interests are established and facilitated.
- Ensure recreational pursuits are facilitated in a fashion that maximises the resident recreational independence.
- Encourage the support of families and friends.
- Purchase equipment as required and approved by the Recreation Manager.
- Liaise and encourage feedback from other members of staff regarding structure and development of programs.
- Encourage residents to develop and maintain community associations and contacts.
- Promote recreational opportunities available within the broader community.
- Facilitate residents access to venues, events and recreational opportunities.
- Facilitate residents access to programs that will assist the maintenance of their independence.
- Organise, facilitate and document bi-monthly Resident / Representative meetings.
- Develop and co-ordinate a volunteer program.
- Maintain accurate records regarding residents recreation participation and contact with recreation staff.
- Ensure development of Social Profiles, Diversional Therapy Assessments and Diversional Therapy / Recreation Care Plans for each resident.
- Review and further develop Resident Care Plans in keeping with funding guidelines.
- Submit a monthly Recreation Report to the Recreation Program Manager.
- Contribute to the development of recreation budgets.
- Monitor expenditure in line with budgets.
- Responsible for maintenance and repair of the bus allocated to this site
- To accept all responsibilities as defined in relevant policies and procedures
- You will be aware of relevant legislative standards and guidelines.
- To pursue ongoing development in order to enhance knowledge of contemporary practices and broaden understanding of own responsibilities.
- To proactively assist with the maintenance of the quality management system and to accept responsibilities as defined in the relevant policies and procedures.
- Practice open communication and pro-actively participate in problem solving where issues or areas of disagreement arise, as per the Open Communication Policy found in the Leadership and Management Manual.

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



POSITION DESCRIPTION

- 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.

Extended responsibilities:

- Ensuring that employees have the information, instruction, training and supervision that they need to work safely.
- Consulting with employees (and Health and Safety Representative) on proposed changes.
- Identifying, assessing and controlling hazards.
- Maintaining a safe working environment

Qualifications:

Mandatory

- A current Victorian motor vehicle driver licence
- First Aid Certificate 2.
- Degree in recreation or equivalent – please note, lesser qualifications including those currently completing their Degree or those who hold a Certificate or Diploma are considered to be “Unqualified” in accordance with the Wintringham Collective Agreement.

Skills and Experience:

Desirable

Ability to:

- Gain the confidence and co-operation of residents from a range of backgrounds.
- Be creative and innovative.
- Have a non-judgemental approach.
- Work as part of a team.
- Maintain a courteous and caring manner at all times.
- Have a flexible attitude.
- Encourage and motivate older people.
- Ability to prioritise work and meet schedules.
- Set and achieve objectives.



POSITION DESCRIPTION

- Provide direction and support to other recreation workers, and volunteers.
- Experience in working with older people.
- Experience in recreational program planning and implementation.
- Knowledge of local area and services.
- Knowledge of and ability to utilise community groups and resources.

Appointment is subject to a satisfactory police records 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 _____

SIGNED _____ DATE _____

