

## Role **Activities Officer (Club Connection)**

**Date:** February 2019

**Classification:**

**Employment Status:** Full Time/ Permanent Part Time/ Casual

**Conditions:** **ALLIED HEALTH PROFESSIONALS (VICTORIAN PUBLIC HEALTH SECTOR) SINGLE INTEREST ENTERPRISE AGREEMENT 2016-2020**

**Our Vision:**

**Our Strategic Principles:**

- **Prioritise** services and activities that help people to maintain their independence.
- **Engage** with people living in Beechworth and surrounding communities, to understand their priorities and advocate for better health outcomes for them.
- **Maintain** a focus on consumer needs and interests at all times.
- **Work in partnership** with sub-regional health service providers to ensure residents of Beechworth and surrounding communities have access to the health services they need

**Our Values:**

- Respect
- Unity
- Integrity
- Innovation
- Excellence

Beechworth Health Service is committed to the promotion of respectful relationships, gender equality and the demonstration of a culture of zero tolerance of violence against women. Staff will complete training in preventing, recognising and responding to violence against women as relevant to their role.

**Position Purpose:**

To assist the organisation to meet its strategic and operational objectives in relation to an activities program. The Activity Officer role will contribute to assisting the Club Connections Co-ordinator in implementing an activity program to enable clients the greatest level of independence they can achieve, improve their capacity and be as actively involved in decision making as they can in a holistic way working with strong partnerships and collaborative working relationships between the person, their carers' and family, support workers and between service providers.

**Qualifications and Experience:**

- Certificate IV in Leisure and Lifestyle or equivalent preferred
- Minimum Certificate 111 in Home Care/Aged care
- Prior experience with adults with cognitive impairment and their carers
- Previous experience with aged and/or disabled persons
- Current first aid certificate or preparedness to obtain same.
- Current Food Safety Certificate
- Current bus licence in the state of Victoria or preparedness to obtain same.
- Favourable police check

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## Key Relationships

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**Reports to:** • Club Connection Coordinator

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**Supervises:** • nil

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**Internal Liaisons:**

- Beechworth Health staff across all functional areas
- Staff Development Officer
- Beechworth Health Service Executive staff
- BHS Committees, Working Parties, Steering Groups and Project Teams as appropriate
- New staff and volunteers
- Patients, clients and residents
- Chief Executive
- Director of Clinical Services
- DNS/PAG Nurse Unit Manager
- Beechworth Health Services Executive Staff
- Beechworth Health Services Staff
- Allied Health Professionals
- Consumers

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**External Liaisons:**

- Community members
- Regional PAG/HACC Committees
- Other Health Services
- Community Groups
- Consumers

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## Key Responsibilities:

### Quality

- Participate in the leadership of quality and improvement at BHS
  - Contribute to a culture of service quality and safety improvement by actively seeking ways to enhance the capability and performance efficiency, efficacy and safety of operational processes and decision making.
  - Participate in Infection prevention and control and No Lift programs as appropriate to the role
  - Promote a commitment to conduct and behaviour of Committees, Working Parties and Project Teams within which the role participates
  - Assist clients to clients to gain the greatest level of independence they can achieve, improve their capacity and be as actively involved in decision making as possible, through the planning, implementation and evaluation of planned activities providing intervention and assistance as required.
  - Assist in the initial and ongoing assessment and review of clients and care plan development with the other PAG staff under the direction of the PAG Coordinator
  - Assist in the collection and delivery of the meals and activities program as required by coordinator
  - Assist in ensuring that the food service areas are maintained in accordance with food safety and hygiene standards as directed by the PAG Coordinator.
  - Assist in the transportation of clients as directed by the PAG Coordinator
  - Attend and participate in organise meetings and training as directed
  - Collection and receipt of fees and other duties as directed by PAG Coordinator
  - Perform duties in a manner that safe guards staff and client health and safety
  - Assist with collection of data for the department as required
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### **Experience**

- Ensure that people accessing Beechworth Health Service will experience a person centred approach with respect to their needs
- Acknowledge customer feedback and escalate issues of concern and safety as soon as practicable with your line manager or other appropriate BHS staff member(s)
- Encourage the engagement of the consumer in the assessment of quality and experience of services at BHS

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### **Workforce**

- Participate in BHS's framework for staff development
- Act as a role model for colleagues
- Play a role in the induction of new members of staff
- Promote and encourage innovative service delivery

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### **Relationships**

- Liaise with managers and assist problem solving to deal with issues as they arise
- Attend and participate in relevant meetings at BHS
- Present a courteous and respectful image to clients, colleagues, external organisations and other customers / visitors to BHS
- Develop and foster strategic relationships with key internal partners.

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### **Sustainability**

- Manage the use of BHS resources efficiently and effectively within the scope of the role
- Contribute to a culture that promotes the BHS Values
- Participate in the leadership of risk assessment and opportunity identification for the benefit of BHS
- Contribute to organisational wide improvement processes including compliance and improvement initiatives

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### **Risk Management:**

- To be observant with regard to identification of potential hazards and to act on those hazards appropriately which cannot be remedied immediately
  - Where possible, rectify hazards and notify manager with a view of preventing recurrence.
  - Observe risk management principles, policies and practices through the risk management BHS policy/framework
  - Employ risk management principles and practices in day-to-day duties and functions
  - Report on any matter that may have a potential risk exposure to the organisation, fellow employees, contractors or the public
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**Occupational Health & Safety:**

- To comply with provisions of the Occupational Health and Safety Act by taking all reasonable precautions to ensure the health and safety of self and others
  - Read, understand, and comply with workplace health and safety policy, safe work practices and procedures.
  - To rectify actual or potential hazardous situations, where appropriate, in accordance with established policies and procedures
  - Attend training programs designed to monitor and protect the health of staff in their workplace
  - To report to your Manager:
    - Unsafe equipment , work practices or conditions
    - Any incidents, near misses, injuries, or illnesses.
    - Potential Hazards
    - Damage or defects to Beechworth Health Service equipment or property
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**Accountability and Extent of Authority:**

The incumbent of the position will be accountable for:

- Achievement of the agreed performance measures as defined in the Statement of Priorities for this role (appendix 1)
  - Undertaking the role in accordance with legislative and funding obligations
  - Undertaking the duties of the role in accordance with BHS policies
  - Operate in accordance with Beechworth Health Service's delegated authority
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A performance appraisal will take place in the first 6 months of commencement of the role and annually thereafter.

An agreed set of performance indicators will be determined annually.

As the occupant of this position, I have read and understood the above position description.

**Name:** [please print] .....

**Signature:** ..... **Date:-**.....

Appendix 1: Statement of Priority accountabilities 2018

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**Statement of Priorities 2018**

<b>Key areas of responsibility / Value Themes</b>	<b>BHS Service Plan / Strategic Plan / Statement of Priorities Accountability</b> <i>(Describe and / or list at least one KPI under each BHS value theme)</i>
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Quality	Participate in one quality on VHIMS
Experience	Assist PAG coordinator to provide care which is person centred and to current best practice standards
Workforce	Completion of all BHS Mandatory Education Maintain qualifications
Relationships	Actively participate at all meetings where presence is required.
Sustainability	Participate in at least one BHS quality activity in the areas of OH&S, compliance, efficient resource utilisation, facilitation of VALUE's based culture