

DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Diversional Services Coordinator
<b>Position Number:</b>	512509, 512512
<b>Classification:</b>	General Stream Band 3
<b>Award/Agreement:</b>	Health and Human Services (Tasmanian State Service) Award
<b>Group/Section:</b>	Hospitals North/North West - Primary Health Services Campbell Town Health and Community Service
<b>Position Type:</b>	Permanent/Casual, Part Time/Casual
<b>Location:</b>	North
<b>Reports to:</b>	Community Services Manager
<b>Effective Date:</b>	May 2019
<b>Check Type:</b>	Annulled
<b>Check Frequency:</b>	Pre-employment and Recurrent
<b>Desirable Requirements:</b>	Current Driver's Licence

*NB. The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.*

## Primary Purpose:

In accordance with Primary Health principles and standards, coordinate the daily operations of the Campbell Town Health and Community Service (CTHCS) Adult Day centre including being responsible for planning, implementing and evaluating quality individual and group client programs at the centre and in the community.

Actively participate in the coordination of Health promotion programs.

## Duties:

1. Coordinate activities in consultation with Community Services Manager, Residential Diversional Therapist, Carer Support Worker, Volunteer Coordinator and Adult Day Centre clients, planning and developing individual and group programs.
2. Promote Adult Day Centre programs and activities within the community, including working with other local service providers to ensure available resources.
3. Coordinate and assist clients with the transport and personal care needs as required.
4. Appropriately report changes in client health status, which may require timely attention from the multi-disciplinary team.
5. Maintain Adult Day Centre profiles, client records, documentation, audits and statistical data in accordance with the Aged Care Quality standards and guidelines.
6. Participate in the coordination of health promotion/community development activities in conjunction with the multidisciplinary team.
7. Ensure ongoing professional development and quality actions of the Adult Day Centre in line with the CHSP/HACC quality assurance and accreditation requirements.
8. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

## Key Accountabilities and Responsibilities:

The Diversional Services Coordinator works autonomously under the general direction and supervision of the Community Services Manager, and is responsible for:

- Formulation of day to day programs including forward planning, implementation, and evaluation of the service.
- Social and individual wellbeing and safety of the clients and volunteers working in the Adult Day centre.
- Actively participating in personal and professional development.
- Ensuring quality improvement processes are in place and acted upon, resulting in evaluation and improvement in the standard of activities and service.
- Where applicable, exercising delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Complying at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.
- Actively participating in and contributing to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.

## Pre-employment Conditions:

*It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.*

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. \*The following checks are to be conducted:

1. Conviction checks in the following areas:
  - a. crimes of violence
  - b. sex related offences
  - c. serious drug offences
  - d. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

\*as required by CHSP, occupants of this role are required to undertake a conviction check assessment every three years.

## Selection Criteria:

1. Completion of a Diversional Therapist training program, with demonstrated interest and practical experience and ability in creating activities and working effectively with frail, aged and disabled clients.
2. Well-developed communication and interpersonal skills, together with the capacity to establish a rapport with clients and members of the public and maintain client confidentiality.
3. Demonstrated ability to work autonomously and effectively with the volunteers and multi-disciplinary team.
4. Demonstrated understanding of Work Health and Safety and food safety standards and legislation.
5. Well-developed skills and experience in undertaking client assessments, care planning and documentation as per the Aged Care & Quality Standards and Requirements.

## Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles](#).