

POSITION DESCRIPTION

Position Title:	Club Assistant
Reporting to:	Team Leader Kites and Clubs
Business Area:	Home Care
Location:	Club location as advertised

PRIMARY OBJECTIVES:

The role of Club Assistant within Amana Living includes but is not limited to providing small group activities implementation and facilitation to Club clients along with the provision of personal support and care to clients as directed and guided by care plans.

KEY RESPONSIBILITIES:

The key responsibilities will include:

1. Working within Amana Living Core Values
 - Performs all duties and interacts with management, staff, residents and their families, visiting health professionals and any other person in the work environment in accordance with Amana Living Core Values; Compassion, Justice, Hope and Inclusiveness.

2. Providing direct care to clients in accordance with documentation
 - Supports the maintenance or restoration of the client's independence
 - Assists with client assessment as directed
 - Assists the client with maintaining personal hygiene including dental hygiene, laundering personal items, dressing, grooming, toileting and continence hygiene needs
 - Provides appropriate support as documented in specific care plans in regard to medication, nutrition, mobility, social and behavioural and personal care
 - Responds to additional client care needs and emergency situations
 - Actively participates in client reviews and case discussions
 - Supports the rights, interests and needs of the client

3. Development and implementation of therapeutically appropriate activities for clients
 - Researches and utilises/develops activities that are suitable and relevant for Club clients
 - Plans programs and collaborates with colleagues to present activities

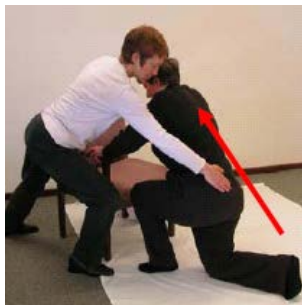
- Monitors client participation and interaction in activities and adapts programs as required
4. Communication
 - Maintains open and respectful communication in the workplace with all other staff and colleagues
 - Actively engages and works collaboratively with other team members.
 - Maintains records and information as directed
 - Actively participates in staff meetings
 - Undertakes other work as directed
 5. Compliance with Relevant Acts and observed Regulations
 - Complies with Amana Living policies and procedures
 - Complies with infection control standards and practices
 - Manages regulatory compliance in occupational health and safety against Amana Living's Policies and Procedures
 6. Personal Development
 - Attends and actively participates in compulsory training sessions and meetings as required by Coordinator.
 - Contributes to the continuous improvement of own work practices; and
 - Act to enhance the professional development of self.

KEY PHYSICAL REQUIREMENTS:

The work undertaken by a Club Assistant involves fairly constant physical activity varying from a low to high intensity but predominantly of low-medium intensity. Their main role involves conducting programs to promote and/or maintain function through individual and group activity sessions. The following physical requirements are therefore required:



Lift up to 5kgs between waist and floor height, occasionally lift up to 5kgs above shoulder level, carry up to 5kgs over short distances, occasionally push/pull of w/chairs when assisting clients in/out of their home



Alternation between seated, standing and walking activities, with the ability to maintain a crouched/kneeling position with a slight to moderate degree of lumbar flexion for a few minutes at a time. Such activities would involve assisting clients

with mobility, taking clients on the bus to/from their home, completing activity sessions etc.

SKILLS, KNOWLEDGE, EXPERIENCE & COMPETENCIES REQUIRED:

Skills, Knowledge & Experience

Mandatory/ Desirable	Requirements
M	Police Clearance Certificate less than 6 months old
M	Possess a valid "C" Class drivers' licence
M	Successful completion of pre-medical form and reference checks
M	Successful completion of the key physical requirements assessment
M	Proven group activities planning and development experience
D	Experience working with people with dementia
M	Sensitivity and maturity to provide personal care to another person(s)
M	Demonstrated very good interpersonal and written communication skills
M	Proven organisational and time management skills
M	Ability to work independently and as a member of a team, as required
M	Proficient computer skills
D	Senior First Aid Certificate
D	Certificate III Community Services (Aged Care Work) or equivalent

Competencies & Behaviors

Professional and friendly personality and manner with the sensitivity and maturity to provide personal care to another person/s
Commitment to providing exceptional customer service
Passionate that our Residents/Clients and their significant others are enriched with outstanding care and services in line with the Amana Living Philosophy of Care
A self starter with highly developed communication skills
Willing and able to work within Amana Living's mission, vision and culture.

Core Competencies (assessed at 3 months and annually):

M/D	Requirements	3months	Annually	Biennial
M	Fire training	x	x	
M	Medication training	x	x	
M	Chemical training	x		x
M	Infection Control training	x		x
M	Manual Handling training	x	x	
M	Food Safe training	x		x

M	Met the requirements of the position description	x	x	
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M = Mandatory D = Desirable