



POSITION DESCRIPTION

POSITION TITLE:		Assistant Active Living			
POSITION NO:		704313	CLASSIFICATION:		Band 3
DIVISION:		Community Programs			
BRANCH:		Aged and Disability Services			
UNIT:		Willowview Centre			
REPORTS TO:		Coordinator Willowview			
POLICE CHECK REQUIRED:	YES	WORKING WITH CHILDREN CHECK REQUIRED:	YES	PRE EMPLOYMENT MEDICAL REQUIRED:	YES

Yarra City Council committed to being a child safe organisation and supports flexible and accessible working arrangements for all.

This includes people with a disability, Aboriginal and Torres Strait Islanders, culturally, religiously and linguistically diverse people, young people, older people, women, and people who identify as gay, lesbian, bisexual, transgender, intersex or queer.

We draw pride and strength from our diversity, remain open to new approaches and actively foster an inclusive workplace that celebrates the contribution made by all our people.

POSITION OBJECTIVES

To support Yarra's programs and services at Willowview by:

- Supporting program and team activities.
- Facilitating Active Service Model (ASM) client goals into services and activities.
- Participating in team and Branch activities across Aged and Disability Services (ADS).

ORGANISATIONAL CONTEXT

The Municipality is committed to efficiently and effectively servicing the community to the highest standards, protecting, enhancing and developing the City physical and social environment and building the population and business base. A major

imperative of the organisation is the introduction of a best value framework with an emphasis on customer service and continuous improvement.

The Community Wellbeing Division is charged with the planning and delivery of universal and specialist services to a culturally rich and dynamic community. The Branches include Aged and Disability, Family and Children's Services, Library Services, Social Policy and Research and Arts, Culture and Venues.

ORGANISATIONAL RELATIONSHIP

This position reports directly to:	Coordinator, Willowview Services
Internal relationships:	Coordinator, Community Programs Aged and Disability Services staff.
External relationships:	Community Organisations Clients and carers Suppliers/Contractors/Taxi drivers

KEY RESPONSIBILITY AREAS AND DUTIES

Willowview Centre – Programs

- Assist in the development and implementation of stimulating culturally sensitive activities to help maintain the physical, intellectual, psychological, social and emotional wellbeing of clients attending the Centre.
- Follow an ASM approach to individual client plans and activities. Clients will be empowered to set personal goals with a focus on plans to achieve goals with regular review process.
- Identify program resources required with an awareness of the program budget and staffing constraints.
- Prepare the Centre and organise the necessary equipment and resources to undertake the activities and clear/pack up after activities are finalised for the day.
- Participate in the evaluation of programs.

Client Services

- Ensure the centre's program is stimulating, culturally relevant and delivered with sensitivity.
- Encourage and support clients in participating in program activities.
- Assist clients with personal care and hygiene tasks as required.
- Assist with the safe movement of clients in, out and around the Centre.
- Responsible for distributing and recording of meals data ensuring safe food handling processes are followed.

Administration

- Well developed and efficient administration and organisational skills.
- Accurate payment of Centre invoices and maintenance and processing of Petty Cash.
- Ensure reports and documentation is written in plain English.
- Ensure client records comply with privacy principles.
- Order and purchase provisions within the allocated program budget and document expenditure.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Whilst work objectives are well defined, this position is expected to utilise professional knowledge in the care of client's needs and the implementation of activity programs under general supervision.

Safety and Risk

- Minimise risk to self and others and support safe work practices through adherence to legislative requirements and Council policies and procedures.
- Report any matters which may impact on the safety of Council employees, community members, or Council assets and equipment.
- Yarra City Council is committed to prioritising and promoting child safety. We adhere to the Victorian Child Safe Standards as legislated in the Child, Wellbeing and Safety Act 2005 and have robust policies and procedures in order to meet this commitment.

Sustainability

- Embrace the following Sustaining Yarra principles through day to day work:
 - Protecting the Future
 - Protecting the Environment
 - Economic Viability
 - Continuous Improvement
 - Social Equity
 - Cultural Vitality
 - Community Development
 - Integrated Approach

Yarra Values

- Behave according to the following values which underpin our efforts to build a service based culture based on positive relationships with colleagues and the community:
 - Respect
 - Teamwork
 - Innovation
 - Sustainability
 - Accountability
 - Integrity

JUDGEMENT AND DECISION MAKING

This position is responsible for contributing to decisions regarding:

- Work practices or work flow to improve the effectiveness and efficiencies within the program.
- The performance of a range of tasks, utilising well understood procedures, under general supervision and within specific guidelines,
- Monitor the general wellbeing of clients, and to use judgement in deciding when a matter should be referred to the Coordinator or Leader, Active Living.

SPECIALIST KNOWLEDGE AND SKILLS

- An understanding of the ageing process and the impact it has on an individual's health and wellbeing.
- Background and knowledge of art, music, recreation/exercise, cultural and expressive activities, engaging older people.
- An understanding of the Active Service Model (ASM) and re-ablement in assisting with client's involvement in program activities.

- An understanding of the dementia process and the ability to work with people experiencing this or similar conditions.
- An ability to facilitate programme activities appropriate to the client group and within a set budget allocation.
- An understanding of culturally relevant issues for older people from culturally diverse backgrounds.
- An understanding and awareness of issues experienced by the LGBTIQ+ community
- An understanding of food safety hygiene and food safety practices.
- Able to undertake personal care activities.

MANAGEMENT SKILLS

- Sound time management skills with the ability to organise and prioritise own work.
- Well developed and efficient administration and organisational skills
- Accurate documentation of client's notes in system.
- Display commitment to supporting a discrimination and harassment free work environment by respecting equally the contributions and perspectives of all staff.
- Safety standards and in accordance with the provision and spirit of the Victorian Equal Employment Opportunity Act.

INTERPERSONAL SKILLS

- Sound oral and written communication skills.
- Problem solving skills.
- Ability to work within a team setting and to establish good working relationships.
- Ability to develop working relationships with a wide range of people.
- Interest and concern for the wellbeing of older people and people with a disability.
- Group dynamic and facilitation skills.

QUALIFICATIONS AND EXPERIENCE

- Demonstrated experience in the provision of activities to aged and/or people with a disability.
- Certificate in community services, health and leisure, or equivalent. Or extensive experience in this field.
- A current Victorian Driver's Licence.
- Working with Children Check required.
- Current First Aid and CPR certificate, or willingness to obtain current certificate
- Competence in a second community language would be an advantage.
- Experience with Microsoft suite of applications and client management systems.

KEY SELECTION CRITERIA

- Proven skills and knowledge and experiences in supporting and motivating older people to engage in art, music, and exercise, cultural and expressive activities within the social support group contexts.
- Demonstrated ability to assist in the development and implementation of centre programs that are stimulating, innovative, culturally relevant, and maximises the strengths of people attending the program.
- Excellent customer service and English oral and written communication skills.
- Commitment to collaborative and supportive team environment.
- Proven ability to identify potential problems, resolve low level issues, and escalate as necessary.
- Ability to work with clients and their carers from diverse cultural and linguistic backgrounds, and embrace LGBTI inclusive practices.