

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Activities Coordinator
Position Number:	513466, 526809
Classification:	Health Services Officer Level 4
Award/Agreement:	Health and Human Services (Tasmanian State Service) Award
Group/Section:	Hospitals North West – Primary Health Services King Island Hospital & Health Centre and West Coast District Hospital
Position Type:	Permanent/Fixed-Term/Casual, Full Time/Part Time/Casual
Location:	North West
Reports to:	Relevant Nurse Unit Manager
Effective Date:	January 2022
Check Type:	Annulled
Check Frequency:	Pre-employment and Recurrent
Essential Requirements:	Registration to Work with Vulnerable People <i>*Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer if a registration/licence is revoked, cancelled or has its conditions altered.</i>
Desirable Requirements:	Completion of or working toward relevant qualifications 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 consultation with Residents and the health care team members plan, supervise and coordinate the delivery of activity services in the Residential Aged Care Setting.

Ensure individual interests, custom, beliefs, cultural and ethnic backgrounds are valued and fostered in all activities within the facility.

Duties:

1. Using a consultative approach, assess and understand Residents individual interests and needs that will be supported by an activities program.
2. Plan, develop, implement, and evaluate creative activity plans for each Residents using a consultative approach.
3. Where appropriate work with direct care staff and volunteers (if available) delivering the activity program.
4. Document as per requirements for all individual plans including what activities they have been involved with. Maintain Residents records, and confidentiality always.
5. Supervise and assist with resident's activities of daily living i.e. transfers, mobility, toileting and assisting with meals.
6. Maintain equipment and stock levels in line with identified activity requirements. Ordering of equipment and supplies is to be authorised by the Nurse Unit Manager.
7. Prepare projected activities calendar in consultation with Nurse Unit Manager.
8. Attend meetings and in-services when required.
9. Actively participate in and contribute 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.
10. 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:

This position is responsible to the Nurse Unit Manager and will be required to report to the Management Team on a regular basis.

The occupant of this position is responsible for:

- Assessing, planning, implementing, and evaluating quality individual Residents activity plans, and group programs.
- Maintaining awareness of and apply (where applicable) the Aged Care Quality Standards for Residential Aged Care Services.
- Ensuring confidentiality and maintain a high standard of service delivery.
- Ensuring reasonable care in the performance of duties are consistent with the relevant WH&S legislation.

- Ensuring all activities are provided in a safe & efficient manner.
- Championing a child safe culture that upholds the *National Principles for Child Safe Organisations*. The Department is committed to the safety, wellbeing, and empowerment of all children and young people, and expect all employees to actively participate in and contribute to our rights-based approach to care, including meeting all mandatory reporting obligations.
- 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.

Pre-employment Conditions:

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 the *Aged Care Act 1997*, occupants of this role are required to undertake a conviction check assessment every three years.

Selection Criteria:

1. Certificate or equivalent experience in a health or care related field with preferred experience as an activities coordinator.
2. Understanding of and commitment to the principles Aged Care Quality Standards and NDIS Quality and Safeguarding Framework with a high degree of empathy for the needs of the target group.
3. Well-developed communication and interpersonal skills, with the ability to effectively liaise with Residents, volunteers, and staff and service providers, together with knowledge of and the ability to access and disseminate information to older people from culturally and linguistically diverse backgrounds.
4. Well-developed organisational skills and the ability to assess client needs, plan, develop, implement, and evaluate the activities program and associated actions.

5. Able to work with minimal supervision with well-developed organisational skills and an ability to exercise initiative, judgement, confidentiality, and discretion as a team member
6. Knowledge of and ability to comply with workplace health and safety policy and procedures relating to the delivery of activity services.

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 of Health is committed to improving the way we work with vulnerable people, in particular implementing strategies and actions to promote child safety and wellbeing, empower, and prevent harm to children and young people.

The Department upholds the *Australian Charter of Healthcare Rights* in our practice and is committed to the safeguarding and protection of the welfare and rights of all people, particularly those that may be at risk of abuse, neglect, or exploitation. We place emphasis on the provision of culturally safe, respectful, and inclusive care that is responsive to diverse needs.

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 | Tasmanian Department of Health](#).