

POSITION DESCRIPTION – TEAM MEMBER

Position Title	Activities & ASPIRED Coordinator	Department	Lady Lawley Cottage
Location	Cottesloe	Direct/Indirect Reports	10 Volunteers
Reports to	Day & Short Stays Nurse Lead	Date Revised	November 2018
Industrial Instrument	WA Enterprise Agreement		
Job Grade	Job Grade 3		

■ Position Summary

At Lady Lawley Cottage, the Activities & ASPIRED Coordinator is responsible for the creation and delivery of a person centered activity program that provides fun and meaningful activities for the young people who use our services. Aligned with the NDIS outcome domain framework, activities on offer at Lady Lawley Cottage will be used to create a suitable environment for young people to achieve personal goals, as outlined on their individual plan.

Working days of this role will be Tuesday to Saturday (full time) to allow for office based administration as well as hands on facilitation of activities. Through hands on facilitation time, the Activities & ASPIRED Coordinator will gain insight and use observation to enhance and develop future personal activities plans, ensuring that they remain achievable, outcome focused and person centered.

This role also coordinates the ASPIRED service, offered by Lady Lawley Cottage to young people aged 16-23. ASPIRED aims to support participants through the transition into adulthood by promoting skill development, capacity building and independent living skills. The Activities & ASPIRED Coordinator will develop the program to suit each participant's individual plan and working closely with the Behaviour Support/Early Intervention Therapist, will create the right environment to assist participants in goal achievement. Duties will also include orientation and oversight of support staff working within the service, as well as being the first point of contact for families and new participant enquiries.

This position will develop and progress the ASPIRED service, as whilst in its infancy, the service is expected to develop and grow at a rapid pace over the next 12 months. This will involve working closely with multiple stakeholders to ensure that as the service evolves it continues to meet the needs of participants.

■ Position Responsibilities

Key Responsibilities

- Development and facilitation of person centred activities for the young people of Lady Lawley Cottage.
- Communication of scheduled activity plans and coordination of weekend/school holiday activities.
- Ensure appropriate resources are in place to facilitate high quality activities including arts & craft materials, toys, vehicles and volunteer support.
- Key point of contact for families within the ASPIRED service

- Develop, monitor and evaluate ASPIRED program content to suit individual plan outcomes for participants
- Orientation, oversight and hands on support to support staff working within the service
- Compliance to Red Cross policy and procedure in order to provide safe and secure activities: including WHS consideration and Risk assessment of external venues.
- Oversight of activity area and equipment maintenance and resource replenishment.

■ Position Selection Criteria

Technical Competencies

- Excellent communication and interpersonal skills
- Highly developed organisational and time management skills
- A proactive, 'can-do' approach with demonstrated problem solving skills
- Ability to work autonomously and use initiative
- A team player who enjoys collaboration with others
- Ability to develop and coordinate person centred activities
- Experience in program development & improvement
- Knowledge of the National Disability Standards and National Disability Insurance Scheme
- Experience in leading people essential
- Intermediate skills in MS Office and/or similar software and tools including client case management systems.

Qualifications/Licenses

- A minimum of 5 years' experience of working in the disability sector, including 2 or more years' experience in a coordinator/team leader position.
- Relevant tertiary qualification in Occupational Therapy. Community Services, Social Work or other relevant area is desirable.
- A Working with Children check is a mandatory requirement for this role
- Full WA driving licence

Behavioural Capabilities

- **Personal effectiveness | Achieve results** | Demonstrated ability to manage work and achieve the results committed to. Ability to evaluate progress and make adjustments needed to achieve goals. Accept responsibility for mistakes and learn from them.
- **Personal effectiveness | Solving problems** | Demonstrated ability to identify situations or issues, consider options and develop solutions. Ability to communicate any problems, implement solutions and monitor appropriate actions.
- **Team effectiveness | Collaborating** | Demonstrated capability to work with others to reach common goals, sharing information, supporting and building positive and constructive relationships.
- **Team effectiveness | Managing performance** | Demonstrated capability to take ownership of work and use initiative to deliver results. Accountable for own performance and ability to set clearly defined objectives for achievement.
- **Organisational effectiveness | Focussing on clients** | Proven track record in providing high quality service to internal and external clients and stakeholders. Actively seek and respond to client feedback in a constructive manner.

■ General Conditions

All Red Cross staff and volunteers are required to:

- Adhere to the 7 fundamental principles of Red Cross:
Humanity | Impartiality | Neutrality | Independence | Voluntary Service | Unity | Universality
- Act at all times in accordance with the Australian Red Cross Ethical Framework and Child Protection Code of Conduct
- Demonstrate skill, knowledge and behaviour to work with Aboriginal and Torres Strait Islander people in a culturally respectful way
- Comply with the Work Health and Safety management system
- Undertake a police check prior to commencement and every 5 years thereafter. Police check renewals may be required earlier than 5 years in order to comply with specific contractual or legislative requirements
- Support a child safe organisation by undertaking screening for suitability to work with children, youth and vulnerable people and to comply with relevant state/territory legislative requirements
- Assist the organisation on occasion, in times of national, state or local emergencies or major disasters