

		West Wimmera Health Service P.O. Box 231 NHILL, VICTORIA 3418 Telephone: 5391 4222 Facsimile: 5391 4228	
Position	RETIRED & ACTIVE GROUP ASSISTANT		
Location	West Wimmera Health Service	Reports to	Retired & Active Group Supervisor
Award	Victorian Public Health Sector (Health and Allied Services, Managers & Administrative Officers) Enterprise Agreement 2016 - 2020	Level	
Effective Date	July 2017	Next Review	July 2019
Position Overview	Responsible for assisting in the efficient operation of the Retired & Active Group programme.		
Liaises with	Internal: Retired & Active Group Staff, all sites. Nursing & Allied Health Staff External: Clients		

POSITION RELATIONSHIPS:*Responsible To*

Primary & Community Health Executive Manager

*Responsible To*

Retired & Active Group Supervisor

*This Position*

Retired & Active Group Assistant

KEY RESPONSIBILITIES:

- To support the Retired & Active Group deliver quality services.

STATEMENT OF DUTIES:

Duty No	Details
1.0	Organize group sessions to provide mental and physical stimulation and social contact. Eg. games, quizzes, films, exercises, etc.
1.1	Become familiar with each individual with abilities, disabilities, needs, goals & aims of treatment.
1.2	Advise clients in activity choice, aim for therapeutic value and encourage completing each project.
1.3	Assist in maintaining the clients' previous interests and hobbies, as well as introducing the client to new and interesting activities.
1.4	Arrange outings for clients.
1.5	Assist with meal distribution.
1.6	Maintain a record in UNITI for client attendance at Retired & Active Group.
1.7	Ensure that confidential information is not discussed outside the unit.
1.8	Ensure economy in the use of supplies and equipment
1.9	Act in accordance with service policies and procedures and co-operate with other staff.
1.10	Perform other associated duties as required.
1.11	Attend in-service lectures and meetings.
2.0	Professional Practice
2.1	Demonstrate a commitment to positive promotion of the organisation within the community.
3.0	Adaptability
3.1	To have the ability to cope with rapidly changing circumstances and quickly grasp new concepts.
3.2	To have the ability to liaise with senior managers both within and external to the organisation and co-ordinate all relevant communications to them.
3.3	To have the ability to cope with conflict and ensure a safe outcome is delivered for staff and customers.
4.0	Technical -Skills
4.1	Hold a current Victorian Heavy Rigid Bus licence
4.2	Hold a current Basic Life Support Certificate
5.0	Quality
5.1	Ensure compliance with all regulatory and statutory requirements as directed by the Executive Director of Community Health.
5.2	Promote a quality driven culture within the organisation.
5.3	Develops and monitors a risk management strategy that ensures the safe and effective implementation of strategies related to the Executive Director of Community Health.
6.0	Safety
6.1	To comply with and promote occupational health & safety requirements within the department and more broadly throughout the organisation.
6.2	To ensure systems are developed and implemented which reflect an Occupational Health and Safety approach in work practices.
6.3	Co-ordinate and oversee maintenance systems including preventative maintenance.
7.0	Communication
7.1	To advise and monitor on the development of policies and procedures that ensure that standards relating to the office are met.
7.2	Strengthen and develop relationships with customers and departments to ensure business viability and opportunities are identified.
7.3	Adhere to strict privacy & confidentiality principles.
7.4	Promote good communications within both the hospital and the community.
8.0	Appraisal
8.1	Initial appraisal – 3 months after appointment Thereafter – 12 monthly.

SELECTION CRITERIA:

KEY SELECTION CRITERIA:

1. Excellent interpersonal, communication and organisational skills

DESIRABLE SELECTION CRITERIA:

1. Previous experience such as an Activity Supervisor, Division 2 Registered Nurse or PCW (Allied Health Assistant would be suitable).
2. Medium Rigid (Bus) Licence & Victorian Taxi Directorate.

SPECIALISED EQUIPMENT OPERATED:

Bus
Computers
Photocopier

CERTIFICATION:

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

<p>Signature:</p> <p>.....</p> <p>Retired & Active Group Assistant</p> <p>Date:</p>	<p>Signature:</p> <p>.....</p> <p>Executive Director of Community Health</p> <p>Date:</p>
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