

Employment

Position Description

Position:	Social Support Group Coordinator
Award:	Lyndoch Living (Health and Allied Services, Managers and Administrative Officers) Enterprise Agreement 2016 – 2020 <i>or</i> Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2016 -2020 <i>(NOTE: Type of EBA is dependent on qualifications as outlined below)</i>
Classification:	As per EBA
Status:	As per Contract of Employment
Qualifications:	Certificate 4 Lifestyle and Leisure, Health or Allied Health Discipline with demonstrated experience in supporting community programs.

Position Objective(s)

To ensure a safe and relaxed environment for consumers attending the Social Support Group and to ensure quality and meaningful activity is delivered to consumers that promote independence and dignity.

Provide the efficient day to day operation of the Social Support Group, liaising directly with consumers and their carers to ensure that they are provided with advice and support to access appropriate Respite and Community Services.

Lyndoch Living Vision

By recognising each person for the individual they are, we will strive to provide them with the specific services, care and support they need to enjoy a lifestyle that is their own – dignified, engaging, fulfilling and rewarding.

The Lyndoch Way

To support a positive work environment and culture that we believe will best fit the future we are strategically planning for, “seven pillars” have been identified.

One Team

We value and recognise individuality as a vital part of developing a unified voice.

Pride

We support pride and passion in our work and in doing so, we attract others who share our values.

Welcoming Workplace

We encourage warm, friendly and respectful interactions across all aspects of our service.

Yes Culture

We always start with 'yes' in every deliberation.

Customer Service

We ensure that customers feel engaged and valued in every interaction.

Innovation

We will enhance our services and exceed customers' expectations, by embracing innovation and fresh ideas.

Fun and Enjoyment

We recognise that fun and enjoyment are critical to success.

Social Purpose

Through the social conscience of our staff and consumers we actively engage with causes that impact our local community.

Safety

We actively promote safety through the provision of innovative and high quality training, monitoring of risk, and compliance with OHS regulations.

Key Responsibilities and Duties

Service Coordination, Development and Implementation of Activity Programs

- Lead and coordinate the Lifestyle team with a focus on providing quality and meaningful programs to our community consumers that promote a lifestyle of independence, purpose and social connectedness.
- Grow existing programs and identify opportunities to develop and implement new, innovative and consumers driven programs as part of our commitment to continuous improvement.
- Coordinate and report on monthly consumer attendance with the objective to meet targets set by the Department of Health Commonwealth Home Support Program.
- Develop, implement and review activity program planning, and ensure that it meets the individual needs of our varied clientele.
- Coordinate daily activities required to effectively operate the program, including coordinating transport of consumers, assessment and documentation.
- Development and review consumer directed care plans.
- Manage consumer medications, assist with consumers' personal care needs within scope of practice.
- Provide effective communication between consumers, relatives, staff, volunteers and other agencies.
- Liaising with medical practitioners and other referring agencies.
- Attend organisational, departmental and network meetings as required.
- Maintain supplies of stock and equipment.
- Provide relevant information and advice to the Respite Department, staff and other relevant stakeholders as necessary within the framework of Health Information and

Privacy Laws and organisational policies related to information management and confidentiality.

Organisational Relationships

Reports to:	Home Support and Wellness Manager
Supervises:	Nil
Internal Contacts:	All Lyndoch staff, residents, clients, families, volunteers
External Contacts:	Members of the Public, Contractors, Suppliers

Specialist Knowledge and Skills

The following knowledge and skills are required to be utilised:

- Demonstrated experience in the efficient management of resources and projects, including the ability to meet deadlines.
- Demonstrated computer literacy in Microsoft Office Applications (Word and Excel).
- Has an understanding of the My Aged Care System.
- Has a sound knowledge of the aged care system and people living with dementia.

Management Skills

The following management skills are required to be utilised:

- Promote a team focused work environment that encourages input from all team members, enhancing job satisfaction and team performance.
- Ability to prioritise and complete tasks in a timely manner.
- Ability to be responsive, creative and flexible in meeting requirements for the program, the consumers within budgetary constraints.
- Be actively involved in matters relating to OH&S to achieve a high standard of safety in the work environment.

Interpersonal Skills

The following interpersonal skills are required to be demonstrated:

- Ability to communicate effectively in both written and verbal forms.
- Excellent communication and interpersonal skills including proven ability to lead a team and deal with a diverse range of people.
- Demonstrate sound decision making, effective problem solving and negotiation skills.
- Attend Organisational meetings as required.
- Ability to work collaboratively with key organisational staff.

General

- Conduct work in line with all relevant OH&S legislation and in accordance with organisational policies and procedures.
- Have a sound understanding of accreditation processes and undertake quality improvement activities in accordance with applicable accreditation guidelines and standards.
- Participate in relevant training to ensure continued professional development for the betterment of the organisation.
- Participate in continuous improvement activities in accordance with good work practice and accreditation guidelines.
- Respects diversity in values, customs and beliefs.
- Participate in ongoing performance review.
- There is an expectation that the role will include direction to perform other duties that must be reasonable in relation to the employee's skills and abilities.

Agreement

I accept and agree to the duties in this Position Description. I understand that this Position Description is to be read in conjunction with the General Terms and Conditions of Employment and I agreed to abide by terms and conditions stipulated therein.

Name (Please print)	
Signature	Date

Authorised by: Julie Baillie, Director of Nursing

Date: June 2020

Appendix 1

General Conditions of Employment

Terms and Conditions of Employment

The conditions of employment are in accordance with the relevant Award and Agreement to which you are employed under. Copies of Awards and Agreements are available from the Human Resources Department.

Performance Review

In order to assist your development in your role, your manager and you will annual review your personal effectiveness in your role.

The performance review is a formal means of receiving feedback on your performance and of discussing training, development and career opportunities.

Probationary Period

This position is subject to a six (6) month probationary period during which time mutual suitability will be determined. During the probationary period either party may terminate the employment by giving two weeks' notice in writing.

At the expiration of the probationary period, should the appointment be confirmed, the terms of the Position Description and these Conditions of Employment will continue to apply to your employment.

Termination

Employment may be terminated in accordance with the provisions of the relevant Agreement.

Policy and Procedures of the Employer

The Employer directs you to abide by the policies and procedures of the Employer as varied from time to time.

Apparel and Equipment

You are required to use/wear safety equipment and apparel provided to you by the Employer and to abide by all the Employer's safety rules and regulations.

Notification of Prior Injury

Under the Accident Compensation Act 1985, the Employer requires you to disclose all pre-existing injuries and diseases which you foresee could be affected by the nature of your employment. Failure to do so may render you ineligible for Workers' Compensation in some circumstances. You are required to complete and return the Pre-injury Declaration Form as attached.

Appendix 2

Pre-existing Injury Declaration Form

Please complete and return with your Application for Employment

In accordance with s.82(7)-(9) of the *Accident Compensation Act* 1985 (Vic) ("the Act"), you are required to disclose any or all pre-existing injuries, illness or disease (pre-existing conditions) suffered by you which could be accelerated, exacerbated, aggravated or caused to recur or deteriorate by your performing the responsibilities associated with the employment for which you are applying with Lyndoch Living Inc ("the employment")

In making this disclosure, please refer to the attached position description, which includes a list of responsibilities and physical demands associated with the employment.

Where you have a pre-existing condition, consideration will be given to reasonable modification to the environment or tasks if at all possible or practicable.

Please note that, if you fail to disclose this information or you provide false and misleading information in relation to this issue under s.82(8) and s.82(9) of the Act you and your dependents may not be entitled to any form of workers compensation as a result of the recurrence, aggravation, acceleration, exacerbation or deterioration of a pre-existing condition arising out of, in the course of, or due to the nature of your employment.

Please note that the giving of false information in relation to your application for employment with Lyndoch Living Inc. may constitute grounds for disciplinary action including termination of your contract.

Employee Declaration

I _____ (print name) declare that:

I have read and understood this form, position description and have discussed the employment with Lyndoch Living Inc. I understand the responsibilities and physical demands of the employment.

I acknowledge that I am required to disclose all pre-existing conditions which I believe may be affected by me undertaking the employment.

I acknowledge that failure to disclose the information or providing false and misleading information may result in invoking section 82(7)-(9) of the *Accident Compensation Act* 1985 (Vic) which may disentitle me or my dependents from receiving any workers compensation or any pre-existing condition which I may have arising out of, in the course of, the employment.

Please delete whichever of the following statement is **NOT** applicable

I have suffered no prior injuries that may recur or deteriorate, accelerate or be exacerbated or aggravated by the employment.

OR

I have suffered the following conditions that may recur or deteriorate, accelerate or be exacerbated or aggravated by the employment.

Please list details for all pre-existing conditions

I acknowledge and declare that the information provided in this form is true and correct in every particular.

Applicants Signature

Print name of Applicant

Witness Signature

Print name of Witness

Date

Date

Office Use Only

Additional Comment/ Requisite Modifications
(To be completed by Senior Manager/ CEO)
