

Position	
Position Title:	Recreation Activities Officer
Department:	Residential Aged Care
Responsible To:	Residential Manager
Date of original Position Description:	August 2008
Date of last review/update:	

Position Purpose/Job Summary
<p>The Recreation Activities Officer is responsible for motivating frail, aged residents towards emotional and physical rehabilitation through recreational and craft activities that promote psychological, social and physical wellbeing. The position holder will work collaboratively with the Personal Care Team in providing residents with quality care, actively trying to maintain the skill level, independence and mobility of individual residents while providing respite support to their family/carers.</p> <p>Works in cooperation with all providers of care including other employees, volunteers & family members, in identifying recreational needs, requirements and capabilities whilst committed to Catholic Healthcare's Mission & Values.</p>

- | Knowledge, Competencies & Skills |
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| <p>Essential:</p> <ul style="list-style-type: none"> • Demonstrable knowledge of aged needs and recreational aids for elderly people. • Proven ability to monitor and review recreational needs of elderly people. • Highly developed oral and written communication skills. • Computer skills, including word and excel. • Proven leadership skills. • Demonstrated knowledge of legislation relative to Workplace Occupational Health & Safety. • Proven ability to work independently and as part of a team. • Commitment to the values and mission of Catholic Healthcare and an ability to promote these in the provision of direct services and in internal and external professional relationships. • Commitment to Continuous Improvement. <p>Desirable:</p> <ul style="list-style-type: none"> • Knowledge of relevant legislation, common law, and industry practice. • Demonstrable knowledge of activity programming for the aged. • Demonstrable knowledge of a wide range of recreational activities • Interest in the Arts |

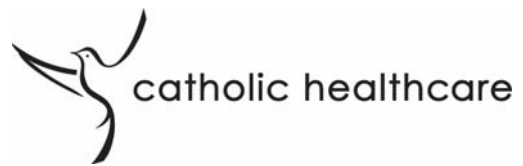
- | Education, Qualifications & Special Training |
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| <p>Essential:</p> <ul style="list-style-type: none"> • Certificate III in Aged Care Work or AIN qualification • Current First Aid Certificate or willingness to complete <p>Desirable:</p> <ul style="list-style-type: none"> • Certificate IV in Lifestyle & Leisure |

- | Work Experience |
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| <p>Essential:</p> <ul style="list-style-type: none"> • Experience in the Aged Care Sector as a Recreation Activities Officer / or as a Personal Care Assistant assisting recreation activities to the elderly or disabled. |

Indicative Roles & Responsibilities	Key Performance Indicators
Contributing to the implementation of the Organisation's Values & Mission Statements	
<ul style="list-style-type: none"> • Demonstrating personal attentiveness and sensitivity while maintaining an honest and friendly rapport with both Residents and colleagues • Understanding and incorporating the values of the Organisation in their day-to-day work. 	<ul style="list-style-type: none"> • Positive feedback is received from colleagues and residents and relatives

Works in co-operation with all providers of care including other employees, volunteers and family members.	
<ul style="list-style-type: none"> Establishes rapport with families, staff and volunteers and facilitates communication between. Protects the rights of residents and ensures care provided maintains resident's dignity and privacy. Respects the confidentiality of residents as well as other team members. Conducts self in a manner consistent with the policies and aims in the employee's handbook. Understanding of the internal/external complaints mechanism. Understanding and commitment to Continuous Quality Improvement. Establishes and maintains harmonious relations with other employees and the wider community 	<ul style="list-style-type: none"> Positive feedback from residents and relatives Contributes to continuous improvement processes Collaborates with other members of the health care team. Promotes harmonious working relationships within the workplace Deals with Conflict effectively.
Care Delivery	
<ul style="list-style-type: none"> Prepare and implement a range of recreational activities for residents, available for both individuals and groups. Continuously assess the recreational needs of residents. Assist residents with their recreational needs in a way that respects their dignity and privacy. Actively monitor and record changes in Residents care plans 	<ul style="list-style-type: none"> Quality Service: Each resident is provided with activities that are tailored to his or her individual needs. All residents and their family/friends are treated with appropriate dignity and respect at all times. Strict confidentiality is maintained at all times. Resident satisfaction, as measured through feedback from residents and their family/friends.
Providing Recreation Activities	
<ul style="list-style-type: none"> Maintain regular contact with the Personal Care Team and communicate with other professional staff. Ensure Resident personal information, activity plans and other relevant information is documented for program evaluation purposes. Participate in activity program evaluations and adapt change to Resident care programs. Provide basic recreational training to care staff. 	<ul style="list-style-type: none"> Information regarding resident personal details, physical activities, special circumstances/needs, recreational plans and reviews are documented and up to date. Professional competencies, including the ability to implement a wide range of leisure activities and respond effectively to Resident needs.
Developing Self Professionally	
<ul style="list-style-type: none"> Participates in the appraisal process. Participates in professional development as identified at appraisal interview. Improves skills by attending regular in-service. Keeps up to date with new technologies, techniques and practice. Attends compulsory education sessions. Membership of a professional body relevant to specialty. Practice reflects attention to knowledge of contemporary research and practice and understanding of the model of care. 	<ul style="list-style-type: none"> Recommends changes to current practice based on research from referred journals. Participates in annual Job Description review at appraisal. Attends agreed professional development programs. In-service record book shown at appraisal. Contributes meaningfully to discussions on innovations. In-service record is appropriately endorsed for compulsory education (Fire; Back Care; Infection Control). Current membership of an association/subscription to journal.
Contributing to the Professional Development of Others	
<ul style="list-style-type: none"> Works with a team of staff to identify resident's individuals needs/ and challenges. Participates in the orientation of new staff. Initiates and participates in ongoing education of staff at an informal level. 	<ul style="list-style-type: none"> Demonstrated liaison within the team Demonstrated involvement with staff education

Workplace Occupational Health & Safety			
<ul style="list-style-type: none"> • Ensure any hazards are identified and corrected, by adopting preventative maintenance techniques. • Ensure activity plans for individual residents are commensurate with their capabilities and that all activities are performed in a safe manage. • Adopt safe manual handling principles when caring for residents. 		<ul style="list-style-type: none"> • Safety of residents at all activities. • Demonstrated understanding of WOHS requirements 	
<i>Please this is a summary of key responsibilities. It should be noted that other general tasks and jobs are undertaken which are not listed but would be required at the discretion of the Manager.</i>			
<i>In addition to these indicative roles and responsibilities the employee must adhere to Catholic Healthcare Values And Mission And Policy/Procedures – please refer to the Appendix.</i>			
Decision Making Authority/Accountability			
Key Relationships - Internal			
Communicating With:		Nature of Communication:	
Residential Manager &/or Diversional Therapist		Reporting to	
Residents		Consultation, assessment and provision of activities.	
Personal Care Team		Team work & collaboration	
Other staff		Team work & collaboration	
Key Relationships – External			
Communicating With:		Nature of Communication:	
Resident's family, carers & friends.		Consultation and provision of information.	
Community Organisations		Foster involvement of volunteers.	
Rehabilitation facilities and Hospitals		Consultation re appropriate activities.	
External Medical Practitioners if required by the Residential Manager / Registered Nurse		Consultation re appropriate activities.	
Mission	<i>To promote life that brings Hope to those we serve; Peace to those we care for and Dignity to the sick, frail, elderly and marginalised.</i>		
Values	<ul style="list-style-type: none"> • Compassion: Nurtures the life of Residents and colleagues; goes beyond the feeling & thinking to action • Respect: Works collaboratively within team and recognises the rights of all people • Honesty: Uses resources responsibly and wisely; is truthful, open and sincere in all communication • Hospitality: Respects and welcomes others, and invites them to share the resources of Catholic Healthcare • Excellence: Provides services of the highest quality and sets an example of excellence in all work 		
Competency Requirements	<ul style="list-style-type: none"> • Adaptability: Maintaining effectiveness whilst adjusting to a changing work environment, different audiences, varying tasks, responsibilities and priorities • Building Rapport: Establishing a connection and affinity with others; achieving harmony with others easily and quickly; demonstrating interpersonal sensitivity • Resident Services: Working from a Resident perspective to ensure Resident satisfaction; focusing on Residents' needs to drive the solution. • Communication: Verbally expressing thoughts, information and ideas in a clear appropriate manner; expressing ideas and information in writing using appropriate structure, grammar and language tailored to the reader, communicating openly with others. • Innovation: Introducing original ideas; applying new methods; being creative • Planning & Organising: Setting priorities; formulating a method or course of action for self and/or others to follow; planning appropriate allocation of resources. • Teamwork: Working collaboratively and effectively with others to facilitate the achievement of work goals. 		
Signature of Incumbent:		Date:	
Signature of Manager:		Date:	



Catholic Healthcare Policy

It is a condition of employment with Catholic Healthcare that all staff are aware of, and abide by all organisational policies – you can obtain copies of policies from your Manager or on the Catholic Healthcare Intranet site. Any breach of Catholic Healthcare policies may result in termination of employment.

Equal Employment Opportunity Responsibilities

Catholic Healthcare is committed to the policy that discrimination, bullying or harassment in the workplace will not be tolerated. All staff have a responsibility to ensure that they do not act in anyway that constitutes harassment, bullying or discrimination against other staff, and to help maintain a work environment free of harassment, bullying and discrimination.

Workplace Occupational Health And Safety Responsibility & Accountability

Catholic Healthcare is committed to providing safe places of work for all employees. Catholic Healthcare strives to achieve this through the Catholic Healthcare Occupational Health, Safety and Injury Management System. This system is designed to ensure people at all levels within the organisation recognise and commit to their safety responsibilities by signing their WOHS Responsibility & Accountability Statement on commencement.

Maintaining a safe workplace is a key responsibility of your role with Catholic Healthcare. Your manager will discuss these things with you. Catholic Healthcare requires you to report all identified WOHS risks immediately to your manager.

National Police Record Checks

It is a condition of employment, within any Catholic Healthcare aged care or community service, that staff and volunteers undertake a National Police Check or have proof of a current National Police Certificate evidencing that there is no police record which may preclude them from working within aged care.

Child Protection Responsibilities

Catholic Healthcare is committed to the well-being and safety of children and young people. The organisation recognises the important responsibility all staff have in the care and protection of children who may be at risk of harm.

Staff involved in the provision of health care to children are required to:

- Be familiar with and adhere to Legislation in relation to Child Protection and comply with State Health Policies and Procedures (including Frontline Procedures for the Protection of Children and Young People and current circulars) / Queensland Health Child Safety – Health Professionals Capability Requirements and Reporting Responsibilities and organisational policies in relation to Child Protection;
- Attend training in Child Protection as required.