**THE COTTAGE RECREATIONAL ACTIVITIES OFFICER**

South Eastern Community Connect is seeking a permanent part time Recreational Activities Officer to assist the Centre Coordinator in the monthly planning, implementation and evaluation of programs and activities at our dementia day centre located at Rushcutters Bay.

**Essentials:**

* Certificate III in Leisure and Lifestyle/ Aged Care or equivalent qualification or experience.
* Previous experience working with the frail aged and people living with dementia and their carers.
* Experience in a similar role in a Day Centre or Residential Aged Care Facility.
* Proven ability to monitor and review the social and recreational needs of elderly people.
* Ability to identify and understand issues affecting people from culturally and linguistically diverse backgrounds.
* Ability to assist and understand people with complex care needs.
* Ability to work independently and with minimum supervision.
* Demonstrated high level computer skills.
* Demonstrated client liaison and support skills.
* Effective verbal and written communication skills.
* Effective general administration skills.
* Demonstrated initiative and problem solving skills.

**Desirables:**

* Knowledge of South East Sydney community and local agencies
* Ability to speak a community language
* Current drivers licence

**Common Selection Criteria**

Knowledge of EEO, WHS and Anti-Discrimination

## Conditions

25-30 hours Per Week Monday to Friday

26 months fixed contract with review to continue

SCHADS award

## Further Enquiries

Eric Scott: 0423 082 650

Applications Close: 8th March 2020

Please forward your application together with your resume and a covering letter addressing our requirements to: thecottagecoord@secc.sydney

**South Eastern Community Connect (SECC)**

**Position Description**

Position Title: The Cottage - Recreational Activities Officer

Status: Permanent Part Time

Hours of Duty: Twenty Five [25] – Thirty [30] Hours per week

 Between 8.30 am - 4.00 pm Monday to Friday

Responsible To: Board of Directors / Chief Executive Officer

Reports To: The Cottage Coordinator

**Position Purpose**

The Cottage Recreational Activities Officer is to assist the coordinator to provide a safe, secure and friendly environment for service users with dementia so that they can have a sense of belonging and opportunities to engage in a structured program of activities.

**Performance Indicators**

* Client Safety
* Client /Carer feedback
* Compliance with policies and procedures

**Key Accountabilities**

* To assist in the planning, development and evaluation of a monthly structured programme of exercise and recreational activities which support, challenge and enhance the cognitive, social, emotional and physical wellbeing of service users.
* Monitor ongoing health of the service users, reporting any concerns back to The Cottage Coordinator.
* To assist in the preparation of meals adhering to safe food handling practices at all times.
* To ensure that administrative tasks are completed as directed.
* To provide physical assistance and accompany day centre service users from door to door during pick-ups and drop offs
* Collect service user’s contributions and issue receipts as necessary - return money and service records to The Cottage Coordinator.
* Report all accidents, incidents and hazards to The Cottage Coordinator at the earliest opportunity.
* To promote and protect an appropriate relationship with the service user and the carer that is culturally appropriate, caring, reliable and upholds confidentiality.
* Uphold privacy and confidentiality.

**General Duties and Responsibilities**

* To ensure that administration tasks are completed as directed.
* Undertake other duties within the scope of this role as directed
* Attend and participate in training and development activities
* Uphold privacy and confidentiality in relation to service users
* Comply with all workplace health and safety policies and procedures and cooperate with SECC in ensuring health and safety of self and others

***SECC reserves the right to review and / or amend this position description in accordance with its operational requirements and in consultation with the Board of Directors***

*I………………………………………… have read and received instruction on the above Position Description and agree to abide by the responsibilities outlined.*

*Signature………………………………. Date…………………………*