

**Planned Activities Worker
(PAG)**

EMPLOYMENT STATUSES

Status	Part Time 0.8efft	Award	SCHADS
Hours per week	32 hour per week	Classification	As per contract
Length of Term	Fixed Term 12mths	Salary	As per contract
Reports to	Program Manager	Additional Benefits	Access to Salary Packaging
Secondary Report	Director of Primary Care	PD Review Date	12 months (15-01-2022)

ORGANISATIONAL CONTEXT



The Bendigo & District Aboriginal Cooperative (BDAC) is an ACCO (Aboriginal Community Controlled Organisation) registered as a member under the umbrella of VACCHO (Victorian Aboriginal Community Controlled Health Organisation) and represented nationally through NACCHO (National Aboriginal Community Controlled Health Organisation).



BDAC was founded to represent and provide services to the Dja Dja Wurrung community (Jaara people) and Aboriginal residents living in the Dja Dja Wurrung boundaries. BDAC has a responsibility to ensure growth of services, development of our Aboriginal community, better and improved health outcomes for our people, improved quality of life and be a lead agency in providing employment and career pathways for Aboriginal people.

LOCAL WORK ENVIRONMENT

Bendigo and District Aboriginal Co-operative provides a range of specialist services for clients based primarily in the Dja Dja Wurrung including Health and Wellbeing services, Family and Community Services and Corporate services.

POSITION OBJECTIVE

The Planned Activity Worker (PAG) will support HACC eligible Aboriginal elders, people with a disability and/or their carers, to stay connected to community, country and culture through social interaction and gatherings.

BDAC'S VISION AND CORE VALUES

"Empowered generations belonging to strong families, culture and community"

<u>LEAD</u>	We are committed to lead as an individual, team and organisation in order to achieve positive health and wellbeing outcomes for our community.
<u>OPENNESS</u>	We will be accountable and remain transparent in the delivery of our service to clients, visitors and staff.

<u>RESPECT</u>	We treat one another with honesty, integrity, respect and value everyone's opinion and feedback.
<u>EXCELLENCE</u>	We strive for excellence in our programs and services so that we can support positive health and wellbeing outcomes for our community.

KEY POSITION RESPONSIBILITIES

Primary Responsibilities	<ul style="list-style-type: none"> • Receive referrals from Intake, make contact with client to engage in planned activities group, • Develop and facilitate approved planned activities for Elders, HACC clients and ABI clients, • Complete six-monthly medical care plans and goal setting plans for each PAG client, • Ensure that the Summary Medical Care Register is updated after reviews and copies given to clients, • Facilitate Care Plan meetings before every activity to ensure safety of each participant, • Ensure required equipment for medical issues is available for each activity and stock is maintained, • Ensure feedback has been gathered from participants after each activity and complete a report on the activity including feedback received, • Follow up on client enquires in a timely manner and keep a record of the enquiry on clients file, • Other duties as requested by the Program Manager
Administration & Compliance	<ul style="list-style-type: none"> • Model and abide by BDAC Values, Code of Conduct and Policy and Procedures; • Participate actively in and facilitate supervision and professional development activities; • Ensure that you participate in team meetings, staff meetings and other community activities as requested; • Ensure that you adhere to legislative requirements; • Ensure that you report any risks identified immediately to your line manager; • Participate within the team to ensure performance against expectations including performance management and staff development, in accordance with BDAC's policies and procedures; • Ensure that all staff are provided with and operate in a safe environment in accordance with BDAC'S OHS policies and procedures; • Participate in Continuous Quality Improvement (CQI) activities.

COMMITMENT TO SAFETY

<ul style="list-style-type: none"> • All children have the right to be children and live free of abuse and neglect, so they can grow, learn and develop. Everyone within BDAC is responsible for ensuring a culture of child safety; preventing child abuse and abiding by the Child Safety Principles; • BDAC is committed to the health and wellbeing of its employees and stakeholders; • BDAC has a zero tolerance to all forms of violence.

KEY SELECTION CRITERIA

- Understanding of Aboriginal Culture
- Excellent communication and interpersonal skills
- Ability to effectively and efficiently plan and organise own workload
- Experience in rapid engagement and goal settings
- Experience in planning, organising and running activities
- Experience managing and responding to crisis situations; and working within stressful situations
- Understanding of the issues impacting on the Wellbeing of Aboriginal Families in the community
- Data collection, feedback and record keeping skills

Preferred / Desired / Mandatory Education, Training and/or Competencies

- Qualifications in a HACC or Aged Care related discipline (Cert III minimum),
- Extensive knowledge of local services providers and referral pathways

CONDITIONS OF EMPLOYMENT

- Must pass a Criminal Police Record Check;
- Must pass & provide copy of Working with Children's Check;
- Must hold current full Victorian Drivers Licence and provide a copy;
- If the position is for a role specifically to provide disability services (or work that involves regular direct contact with or access to a person with a disability), BDAC will check the prospective employee against the Disability Worker Exclusion List.

EMPLOYEE STATEMENT

I have read, understood and accepted the above position description of the Planned Activities Worker (PAG),

EMPLOYEE NAME:

SIGNATURE:

DATE:/...../.....