

Position Description

Position Title	Group Support Worker
Program and/or Team	Social Support centre based (group); Older Adult Program
Reports to	Social Support Coordinator
Direct Reports	Nil
Primary Location	2A Gardeners Road East Bentleigh Staff may be required to work at other Connect Health & Community or partner sites.
Enterprise Agreement	Victorian Stand Alone Community Health Centres, (Health and Allied services, Managers and Administrative Officers) Multi-Employer Agreement 2018 – 2022.
Classification Grade and Salary	Allied Health Assistant Grade 2
Status, FTE and Hours	Fixed term to 30 June 2024 Part time, 0.55 FTE and 42 Hours per fortnight.
About Connect Health & Community	<p>We are a not-for-profit community health service, helping residents in the southeast, Bayside and Glen Eira areas.</p> <p>We are the largest provider of problem gambling services in Victoria and have been providing health and social services to the local community for more than 40 years.</p> <p>We offer programs and services across the southeast of Melbourne with locations in Bentleigh East, Cheltenham and Sandringham.</p> <p>We hope you enjoy your role and find meaning and purpose in working in community health.</p>

Role Objectives	<p>Reporting to the coordinator, the group support worker will work within a small team to deliver group social support services in accordance with the policies and procedures of the Connect Health & Community.</p> <p>The Social Support Service provides a variety of programs that are site or excursion based in the community. The target groups for the program are frail aged adults and adults with a disability.</p>
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Position Specific Outcomes	<ul style="list-style-type: none"> ▪ Plan and prepare for groups with the assistance of the Social Support Coordinator. ▪ Facilitate agreed program in accordance with relevant guidelines ▪ To assist clients in and out of the bus or car, transfer to and from chairs, to access the bathroom facilities. ▪ Assist with personal care ▪ To monitor participant's well-being and report changes in function and well-being to the Coordinator. ▪ To document relevant observations in the client record. ▪ To assist in the provision of meals, snacks and beverages to participants ▪ Implement relevant food safety procedures including fridge and freezer temperature checks and checks of the temperature of food provided. ▪ Drive a small bus and operate a wheelchair hoist on a mini-van or bus (a bus license is not required). ▪ Assist in maintaining the group program area in a clean and tidy state.
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Responsibilities of all workers	<p>Promote activities and programs in accordance with our Strategy, Vision and Purpose.</p> <p>Model our Values in the workplace.</p> <p>Adhere to our Code of Conduct, Child Safe Code of Conduct and NDIS Code of Conduct (where relevant).</p> <p>Comply with our funding and legislative requirements, including policies, procedures and systems and, those of other external stakeholders.</p> <p>Promote awareness that we encourage consumer, carer and community participation.</p> <p>Participate in meetings, training and development, quality improvement processes and workplace health and safety requirements.</p> <p>Undertake other duties as directed.</p>
Key Selection Criteria Mandatory	<p>Experience working in a community based social support program or similar</p> <p>Qualifications: Minimum of Cert III Individual Support, Cert III in Leisure & Health or Allied Health Assistance or similar.</p> <p>Add Required Skills, Competencies and Attributes</p> <ol style="list-style-type: none"> 1. Ability to engage with and work effectively with people and their families. <i>Accepting and responding to the diversity of people in a community setting with the capacity to reflect on how their own personal experience may influence engagement.</i> 2. Capacity to empower clients with diverse range of abilities and life experiences to participate in decision making and activity planning. Look for ways to clients in making decisions about how the program operates.

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Desirable	<ol style="list-style-type: none">1. Displays innovation and creativity in developing program content. Able to research an activity idea using "Google" and other resources, plan an activity in response to participant interest and effectively implement activities that include clients with a range of abilities.2. Demonstrated ability to work in a team by communicating effectively, taking responsibility for the team results and working in a cooperative manner.3. Demonstrated experience working in a community setting either in a paid or volunteer capacity.4. Preparedness to drive a mini-bus and operate a wheel-chair hoist.5. Familiarity with basic computer operation and willingness to operate a variety of audio visual and digital equipment.6. Sound communication skills: writing client records, completing workplace documents in computer form and paper-based form and speaking with people at multiple levels in an organization, face to face, by telephone and email. The organization uses the Microsoft Office suite of programs, including Word, Excel and Outlook7. Certificate IV Lifestyle & health or Ageing Support8. Food handling certificate Course (Level1)

Compliance	<p>A Valid Working with Children Check and Police Check are mandatory.</p> <p>Employees working in a NDIS Risk Assessed Role are required to provide a NDIS Worker Screening Check Clearance.</p> <p>Employees must maintain and keep up to date all mandatory compliance requirements (Working with Children Check, Police Check, Professional Registration and NDIS Worker Screening Check (if relevant)), related to their position at their own cost.</p> <p>Under the <i>COVID-19 Mandatory Vaccination (Specified Facilities) Directions</i>, Connect Health are required to collect, record, and hold vaccination information about all employees and are not able to permit an employee who is not fully vaccinated to work onsite unless an approved Medical Exemption applies. Employees must be able to comply with this requirement.</p>
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This position description may be modified from time to time to reflect organisational changes.

Employee Declaration:	I have read, understand, and agree to work in accordance with this Position Description.
Employee Name:	
Employee Signature:	
Date:	