



cultura.

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Position Description:
Activity Worker

Position title	Activity Worker
Job type	Casual, Part Time or Full Time
Hours of work	Various
Reports to	Manager, Centre-based and Advisory Services
Location	Healthy Living Centre
Department	Community Aged and Disability
Direct reports	N/R
Budget	N/R
Agreement/Award	Social, Community, Home Care and Disability Services Industry Award 2010, Social and Community Services, Level 2
PD date	July 2023

Cultura

Cultura is the new organisation resulting from the merger of Geelong Ethnic Communities Council (trading as Diversitat) and Multicultural Aged Care Services Geelong (MACS).

Our Purpose: Provide innovative services to support, care for and celebrate culturally diverse individuals through their life journey

Our Vision: Empowering diverse individuals and communities to reach their full potential

Our Values: Inclusion Integrity Sustainability Kindness

MACS and Diversitat have been serving the Geelong community for more than 40 years with a focus on our multicultural communities. As the new entity, Cultura operates across various sites delivering a range of services including residential aged care, home care and aged support services, settlement, training and education, financial counselling and disability support. We also operate a range of social enterprises including The Pulse community radio and various community events including the popular Pako Festa.

Our aim is to empower individuals and communities to reach their full potential and we aspire to provide an innovative and high-quality response to the changing needs of a culturally diverse community. Every day we act and behave according to our values, with our communities, clients, residents and consumers, and with each other. These values are a key part of our identity and are what brings us to work together successfully.

Cultura has around 400 staff, 300 volunteers and an annual operating budget of \$34 million.

Position summary

The role is to plan and implement quality creative and stimulating activities based on individual and group interests for aged support clients at the Healthy Living Centre. This position will work under general supervision from the Manager, Centre-based and Advisory Services.

You will perform work under general supervision and have contact with the public or other employees which involves explanations of specific procedures and practices. You will require personal judgment and be accountable for the quality, quantity and timeliness of their own work.

Duties

- Contribute to planning and deliver creative, stimulating and person-centered activities for aged support clients.
- Drive clients to and from the community centre and on outings within the region;
- Complete and maintain client records including file notes, support plans and client reviews. Also document daily activities calendars, relevant changes and positive feedback service and opportunities for improvement of service delivery;
- Participate in appropriate professional development;
- Liaise with carers and other service providers as required regarding client needs/choices;
- Assist with client's personal care requirements, client mobility, transferring clients using appropriate techniques and equipment, preparation of meals and in providing a dementia friendly, safe and pleasant homelike environment;
- Follow protocols for accidents, incidents, safe work practices and monitor the general health status of the clients and follow the established processes;
- Identifying potential candidates for projects i.e. Life Stories project, supporting clients to gather information, photos and entry into Big W books, purchase for archives.

Qualifications and experience

Essential

- Certificate III in Individual Support or equivalent;
- Current First Aid Certificate;
- Can promote the values of dignity, diversity, harmony, respect and acceptance when working with clients;
- Ability to understand and work with various clients to meet their individual needs/choices;
- Effective cross cultural oral and written communication skills, in particular, with people who are aged and frail and from multicultural background. With an ability to use interpreters if required;
- Relevant experience as an activity worker in aged support or other community setting;
- Ability to work individually or as a part of a team;
- Experience assisting with aged and frail client's personal care requirements;
- Ability to contribute to the planning of engaging activities for older persons;
- Strong administration skills including writing file notes and updating plans;
- Current Victorian driver licence and willingness to drive company vehicles including 12-seater bus.

Desirable

- Food Safety Handlers Certificate;
- Understand the guiding principles for medication management in the community.

Other Terms and Conditions of Employment:

- Staff will comply with Cultura OHS policies and procedures including the requirement to take reasonable care for their own health and safety and that of other people who may be affected by their conduct. Workplace incidents and injuries are to be reported to a nominated OHS representative and staff are encouraged to raise health and safety concerns in accordance with policy and procedure.
- Employment is subject to the satisfactory completion of a Police Record Check, NDIS Worker Screening Check, Victorian Employee Working with Children's Check, Work Rights Check, Medical Check and providing evidence of sufficient COVID 19 vaccinations. Cultura will pay for the costs associated with Police Record Check, NDIS Worker Screening Check, Victorian Employee Working with Children's Check and Medical Check.
- Staff are responsible and will be held accountable for their continuing compliance with our Mandatory Reporting – Child Protection policy. It is expected that staff will maintain contemporary knowledge of the policy and enact the policy at all times. Staff have a responsibility to raise any concerns they have about child safety to their direct manager or a senior manager immediately.

Child Safety

Cultura is committed to the safety and wellbeing of all children and young people. Cultura has zero tolerance for child abuse. Cultura is committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard. Particular attention will be paid to the cultural safety of Aboriginal children and children from culturally and linguistically diverse backgrounds, children who identify as part of the LGBTI Community as well as the safety of children with a disability. Every person involved at Cultura has a responsibility to understand the important and specific role they play individually and collectively to ensure the wellbeing and safety of all children and young people.

Inclusion and Diversity

Cultura is committed to supporting Indigenous Australians, culturally diverse candidates and candidates with a disability gain employment and develop their careers with us. If you would like further information about this role, please feel free to contact us. We encourage you to apply..

Expected Behaviors

- acts in accordance with the Cultura code of conduct, and is committed to the Cultura vision, purpose and values;
- acts in accordance with health and safety policy and management system;
- actively promotes inclusion and diversity, and is not discriminatory against sex or sexual orientation, colour, race, ethnicity or national origins, age, religious or ethical beliefs, disabilities, political views, illness, marital status or family responsibilities;
- demonstrates a customer focus by prioritising the needs and outcomes of internal and external customers;
- acts in a manner consistent with Cultura policies, including by valuing diversity, inclusion, equal opportunity, privacy and confidentiality;
- demonstrates teamwork and collaboration and positively contributes to group activities;

- acts with agility, leading to innovation and continuous improvement;
- successfully completes all mandatory training in a timely manner, to support the delivery of high quality, safe and effective service delivery;
- provides evidence of relevant immunisation status, such as serological immunity or vaccination history, as required for the inherent requirements of the role;
- performs duties within scope of practice for the role, and according to the applicable credentials including qualifications, registrations and professional competencies;
- maintains current and valid credentials in accordance with relevant legislation and industry requirements.

Acceptance of offer

I understand the role, responsibilities and outcomes required to successfully meet the requirements of this position and I accept this Position Description.

Name	
Signature	
Date:	

Please return a signed copy of this Position Description to People and Culture, prior to commencing the role.

