



GOODWIN
THE BETTER LIFE CHOICE

POSITION DESCRIPTION

ACTIVITIES COORDINATER

About Goodwin

Goodwin Aged Care Services has a strong vision, mission and set of values for the delivery of good quality accommodation and care support to older people. This is through three residential aged care facilities – Ainslie/Farrer/Monash, a community program supporting people in their own home and independent self-care units for residents in a retirement village setting.

Role (Purpose of Position)

The Activities Coordinators plan and organise a program of activities and events to support residents living in our residential aged care facilities. This programme ensures our residents have access to the support and services they require to maintain an active and healthy lifestyle through the promotion and provision of leisure and health activities.

Responsibilities (Major Accountabilities)

The responsibilities of this position are:

- Develop and implement programs and activities to support residents to maintain active and healthy lifestyles ensuring the programs and activities respond to resident preferences and include opportunities for additional and new interests
- Ensure residents can access programs and services that support their individual and changing needs and preferences, including the inclusion of new residents
- Ensure residents maintain social connections with their communities – within the facility, with family and friends, the local community and wider community.
- Inducting and settling new residents into the facility
- Ensure activity care plan and assessment reviews are completed and the quality of support delivered to residents meets the required standards
- Ensure activity-related assets are well maintained and usage is maximised
- Development and motivation of the activities team through a high level customer service culture and with a commitment to continuous improvement.
- Undertake skills and competency training and attend required training and meetings.

Some weekend and out of hours work may be required on occasions

Reporting

- This position reports to the Manager, Residential Care



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Selection Criteria

Essential Skills and Qualifications

- Certificate Level III or above in Recreation, Leisure, Lifestyle or Health Services
- Experience in the provision of an activities and events programme
- Programme development and high level organisational skills
- Demonstrated innovation, inventiveness, flair and fun programme of activities
- Sound level skills in office systems, procedures, documentation, record keeping, employee task allocation and setting work priorities
- Ability to work with limited supervision
- Strong interpersonal skills and ability to communicate with a range of stakeholders
- People management and development skills
- Bus license is preferred or the willingness to obtain

Desirable Skills

- Knowledge of health and nutritional needs of older people.
- A good understanding of care and community service outcomes for older people.

Other Attributes

- Works well individually and as a team member building solid relationships
- Adapts to changing environments and demands
- Enthusiastic, energetic, projects a positive image and commitment
- Good attention to detail, efficiency and effectiveness
- Maintain good spirits even in adversity, possess stamina and robustness.

Position Approval

This position is an approved position at Goodwin Supervisor Level 1

CEO Signature

Date 11 / 7 / 2011