



Community Bridging Services (CBS) Inc.

Recreation Officer / Assistant Position Description (PD28)

REPORTS TO: **Day Options Coordinator**

AWARD: Social, Community, Home Care & Disability Services Industry Award 2010

CLASSIFICATION: Level 1 Pay Points 1-3, Level 2 Pay Points 1-4

DIVISION: Day Options

OVERVIEW

Community Bridging Services (CBS) Inc. is a community based not for profit organisation. Through facilitation and encouragement CBS supports people with a disability / disadvantage to develop and enhance their independence, employment / recreation / life skills. Support includes advocating for a rightful place in the community.

CBS is funded by the Commonwealth Department of Social Services (DSS) for Disability Employment Services (DES) and other Commonwealth Departments for similar employment related services e.g. the Community Development Programme (CDP). These are collectively known as the Jobnet Employment Program (JEP) with the scope varying across regions (ESAs).

CBS is funded by Department for Communities & Social Inclusion (DCSI) State Government for Day Options and Recreation Programs.

Reporting Structure

Recreation Officers / Assistants are responsible to the Day Options Coordinator but refer day-to-day issues to the Senior Recreation Officer on the program (if applicable). The Day Options Coordinator is responsible to the Manager Day Options & Executive Services.

AUTHORITY TO ACT

Staff will support and operate within:

- CBS Culture, Mission and Values
 - CBS policies and procedures, guidelines and Codes of Conduct, confidentiality
 - defined limits of delegated authority and budget restraints
 - Disability Services, WHS, Equal Opportunity, Disability Discrimination, Privacy ACTS and other relevant legislation, regulations and by-laws
 - contractual and standards requirements
 - Quality Management System
 - duty of care requirements and responsibilities.
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Continuous Improvement

- Recreation Assistants are welcome to attend bi-monthly Staff Meetings but will not be paid for attending. Full-time Recreation Officers must attend the bi-monthly Staff Meetings.
 - Attend and contribute at site / area meetings as scheduled.
 - Identify Opportunities for Improvement (OFI) and report recommendations in a timely manner that results in improvements to the CBS Quality Management System.
 - Support development and review of all Operating Procedures and documentation to ensure compliance with current contractual obligations, standards and CBS guidelines.
 - Participate in special projects to eliminate administration burdens and develop systems to identify training requirements.
 - Participate and actively contribute to internal audits and development activities.
 - Participate in external audits as required.
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Qualifications and Experience

Essential

- Maintain a satisfactory personal record/ DCSI clearance (Disability Services Employment Screening.)
- First aid certificate.
- Successful completion of a Functional Capacity Assessment (FCA) and maintain a level of fitness in line with the requirements of the job.
- Maintain a valid driver's licence.

Desirable

- Certificate III in Disability for Recreation Officers.

Other Conditions

- Complete internal compulsory CBS Work, Social Inclusion & Community Development Program.
- Must be prepared to relocate within the service should the need arise.
- Some intrastate and interstate travel may be required.
- Some out of hours work may be required.

Personal Development

- Participate and actively contribute to CBS development activities.
- Achieve goals for your personal Action Plan associated with the CBS Staff Evaluation process.
- Participate in networking opportunities that increase personal knowledge.

Personal Abilities/Skills/Knowledge required

- Commitment to the welfare, rights and personal development of people with a disability.
- Highly developed communication skills with clients, caregivers and colleagues.
- Ability to model the values and attitudes consistent with CBS philosophy.
- Ability to demonstrate and maintain high levels of professionalism, integrity and ethics.
- Reliable and punctual.
- Self-motivated, innovative and positive.
- High level of interpersonal skills and conflict resolution.
- Ability to develop extensive personal and professional networks.
- Skills in research, evaluation and planning.
- Effective report writing.
- Excellent organisational and time management skills.
- Highly developed written and verbal communication skills.

DUTIES

Areas of responsibility

Recreation Officers / Assistants will be required to develop and maintain good working relationships with other team members, clients and their families/carers, staff, other agencies and the general public.

Recreation Officers assist with office duties when required.

Key outcomes

The key outcomes and activities derive from three broad areas of activity. These include:

- program delivery
- lifestyle enhancement
- community education and integration.

Program Delivery

Recreation Officers / Assistants will participate in the basic planning, implementation and monitoring of specific CBS Day Options programs by:

- implementing programs, participating in activities and supporting participants to achieve pre-determined goals established by the Recreation Officers / Senior Recreation Officers and/or Day Options Coordinator in conjunction client's families/carers and other CBS team members
- assisting with the planning and development of Day Options Programs based on client interests, abilities and pre-determined goals within a group or on an individual basis
- providing information and maintaining CBS records to enhance Day Options Programs, including participation in the CBS Quality Assurance system
- ensuring that the objectives of CBS are met through providing regular feedback to the Day Options Coordinator and Senior Recreation Officers
- assisting with review and assessment processes, including the practical implementation of recommendations
- communicating with senior staff on various aspects of current programs when requested
- ensuring the promotion and understanding of CBS philosophies, policies and principles
- working towards achieving the required level of medication credentialing as determined by Royal District Nursing Service (RDNS) within a specified time frame
- taking responsibility for the physical and emotional wellbeing of clients whilst engaged in Day Options Programs by exercising Duty of Care
- assisting with the implementation and adherence to Work, Health & Safety requirements, Equal Opportunity, Disability Discrimination and the National Standards for Disability Services
- responsible for upholding client privacy and confidentiality, in accordance with CBS policies, procedures and the Privacy Act
- providing information and support on the acquisition of appropriate funding or equipment
- assist volunteers and students on placement participating in Day Options Programs
- accompany persons with a disability and/or disadvantage on experiences which take them into public/community settings i.e. clubs, parks, cafes, bowling centres, swimming pools etc.
- manual handling including pushing and pulling may be required
- attend to personal care duties
- participate in other duties as required.

Lifestyle Enhancement

Recreation Officers / Assistants support people with a disability to have greater control and influence over decisions that affect their quality of life by:

- implementing purposeful Day Options Programs that meet individual needs and provide opportunities for decision-making and choice
- supporting participants to develop recreation, independent living, physical and independence skills
- utilisation of the Positive Interactions Model to guide participation in activities and interactions with participants
- providing practical support and encouragement to assist individuals and groups to participate in and enjoy the options provided to the best of their ability
- supporting and encouraging clients and families to advocate on their own behalf.

Community Education

Recreation Officers / Assistants assist in the development of positive community attitudes towards people with a disability by:

- encouraging the inclusion of people with a disability in all aspects of community life
- increasing community awareness by providing informal verbal information to community groups and agencies and by demonstrating positive attitudes and behaviours
- promoting the rights, needs and potential of people with a disability supporting clients to establish personal links with community members, activities and places.

Staff Name

Signature

Date

CBS Representative Name

Signature

Date