

LEISURE AND RECREATION COACH POSITION DESCRIPTION

CLASSIFICATION (as per Enterprise Agreement)	Level 2 Orana Australia Limited Enterprise Agreement 2018
SERVICE AREA	Community Inclusion and Developmental Services

1. POSITION PURPOSE

The Leisure and Recreation Coach is to provide a positive and supportive environment for people with disability that facilitates growth and development and which reflects an individual's diversity. The Leisure and Recreation Coach will work across Orana's leisure and recreation programs and Life Education, providing people with opportunities to reach their own potential.

The Leisure and Recreation Coach will predominantly work within a team environment (but may also be supporting a group of people independently). They will be supporting people to participate in a variety of leisure and recreation activities; some of which include bowling, dance, community outings, literacy and numeracy, and life skill development. There are also opportunities to support people overnight on camps.

2. POSITION RESPONSIBILITIES

Person-centred Knowledge and Application

- Understands and applies person-centred approach at all times.
- Use person-centred approach in supporting people to self-regulate behaviour and to manage behaviour of concern.
- Assists with practical implementation of plans and service offerings/supports to meet a person's goals.
- Facilitate sessions that are person-centred and individualised within a group environment.

Personal Care, Skill Development and Support

- Understands and follows individual support plans to address a person's goals and health and wellbeing.
- Provides standard personal care, living skills, transport, social, educational, and other support.
- Engages with each person, supporting them to achieve their goals and encourages further independence.
- Uses appropriate tools and technology to support the person's skill development.
- If required (and credentialed), administers medications safely and legally in compliance with procedures.
- Uses observation and awareness skills to ensure that client's individual needs are met, and offer alternative options as required.

Participation and Inclusion

- Enable clients to access the community and participate in programs and activities
- Supports the achievement of individual life learning, recreation, and inclusion goals and aspirations.
- Advocates for a person as required.

Team Work

- Works collaboratively and cooperatively with other staff.
- Works positively with internal and external stakeholders.
- Be a proactive, solution-focussed team member.
- Looks for innovation and share new ideas.
- Attends staff meetings as required.

Reporting, Documentation and Administration

- Adheres to reporting, documentation and administrative requirements about changes in a person's achievements, self-care and/or behaviour (including medication management as required).
- Maintains appropriate documentation (including shift handover, case notes, incident and hazard reports).
- Uses relevant communications and technology systems to meet reporting and administrative requirements (which may include maintaining accurate attendance records or contacting next of kin).
- Provide written documentation on individual's support needs for support plan development as required.
- Report all incidents as soon as practicable to the Community Programs Manager.

3. REQUIREMENTS OF THE POSITION

3.1 Qualifications, Skills and Experience

- Minimum of Certificate III in Individual Support (Disability)
- Provide First Aid Training to be renewed every three years
- Safe Environments for Children and Young People every three years
- Medication Administration Certificate desired
- Experience working with people with disability in a community or day setting
- Passionate about inclusion and diversity
- Administration skills and competency in IT systems including Microsoft
- High level of interpersonal skills
- High level of oral and aural skills
- Ability to use initiative
- Accurate and timely records management that maintains confidentiality and privacy

3.2 Employment Screenings

- DHS Disability Services Employment/ Working with Children Check to be renewed every three years

3.3 Special Conditions and Requirements

- Working hours are flexible, and could be offered during the week, evenings or weekends.
- You will have a minimum engagement of two hours per session.
- Orana may require you to carry out other duties as directed that are commensurate with the skills and competencies of the classification level.
- Current Driver's Licence permitting driving in Australia and willingness to use own insured vehicle for Orana business and transportation of clients.
- Willingness to drive Orana van as required.

4. REPORTING RELATIONSHIPS

Reports to the Community Programs Manager and supports team members.

5. AUTHORITY AND ACCOUNTABILITY

Authority to work within the scope of the position description within a team environment.

6. PERFORMANCE STANDARDS

The performance of the incumbent will be measured annually by:

- Complete 100% of client-related documentation (including incident reports) within 24 hours
- Report 100% of incidents to the Community Programs Manager as soon as possible, and within 24 hours
- Nil breaches of Orana policies and procedures
- Minimal errors in medication administration
- Positive feedback from clients and families
- Annual completion of Recognition and Review form and achievement of goals as determined with the Community Programs Manager
- Current driver's licence

Duties and responsibilities for this position should not be considered definitive. Duties may be added, deleted or modified, in consultation with staff, as necessary. Position Descriptions and staff performance will be reviewed regularly.

In signing this document, I confirm that I have read, understood and acknowledge the Position Description for this position and agree to operate within its bounds.

PRESENT INCUMBENT :

PRESENT INCUMBENT SIGNATURE :

DATE OF APPOINTMENT :

VERSION NO :

DATE ISSUED :

EXECUTIVE MANAGER APPROVAL : **Rowena Cornish**