

GILGANDRA SHIRE COUNCIL
POSITION DESCRIPTION

PART 1: POSITION DETAILS

Position Title:	Diversional Therapist
Occupant:	Vacant
Department:	Cooee Lodge Aged Care Facility
Reports to:	Manager Aged Care
Supervises:	Nil
Operating Budget:	Nil
Revenue:	Nil
Created:	July 2016
Reviewed:	

PART 2: POSITION PURPOSE

- Through communication with Manager Aged Care, Hostel Supervisor, other staff, residents and families, analyse the needs for diversional and recreational therapies.
- Develop, implement and evaluate individual/group and special needs programs

PART 3: POSITION ACCOUNTABILITIES (KEY RESULT AREAS KRAs)

- Formulate a monthly activities calendar
- Document outcomes of evaluated programs and any noted alterations in residents demeanour or needs
- Contribute to the stimulation of the mind and body of groups of people and individuals by conducting activities that best meet their leisure, recreation and complimentary therapy needs
- Contribute to the emotional, physical, social and cultural wellbeing of individuals by working with allied health, carers, volunteers and key staff to develop ways of turning day to day activities into meaningful enjoyable undertakings
- Contribute to the care of individuals with specific needs by fostering a relationship to understand and support ongoing needs and provide appropriate time to implement developed strategies
- Contribute to the development of individual care plans which allow residents to maximise independence, provide choice and control
- Develop, organise and participate in functions which enhance integration of Cooee Lodge residents in to the community
- Contribute to the development of safe culture by keeping the work place safe, clean and free from hazards, maintaining of adhering to Work Health and Safety guidelines
- Contribute to the effective functioning of the team by sharing knowledge and skills with other staff and volunteers.
- Participate in Quality Assurance and Continuous Improvement programs
- Understand the Accreditation standards and meet the requirements of all standards with emphasis on Standard 3, resident lifestyle
- Maintain Volunteers Register and volunteers duty lists.
- Participate in the appraisal process and identified professional development needs

This is a general position description only and the employee may be required to perform any other duties as directed by the General Manager and/or their nominee within skills possessed.

PART 4: WH&S REQUIREMENTS

Employees: As individuals, employees will:

- Take all reasonable & practicable steps for their own health and safety and of others affected by their actions at work;
- Comply with the safety procedures and directions imposed in the interest of health and safety;
- Not wilfully interfere with or misuse items or facilities provided in the interest of health, safety and welfare of employees; and
- In accordance with agreed procedures for accident and incident reporting, report potential and actual hazards to either their elected health and safety representatives, or supervisor

Supervisors: Supervisors are responsible for the day to day supervision of employees. In particular, supervisors will:

- Ensure that all activities are performed in accordance with Gilgandra Shire Council Work Health & Safety rehabilitation procedures, legislation or god practice;
- Review all tasks to assist in improving safety;
- Promote and communicate Work Health & Safety and rehabilitation with employees, contractors, service users, customers, and members of the public.

PART 5: SELECTION CRITERIA

Essential:

- Excellent verbal and written communication and negotiation skills
- Current First Aid Certificate or willingness to obtain
- Proven record of quality care delivery
- Commitment to WHS & EEO principles.
- Current National Police Certificate
- Excellent Time Management Skills
- Certificate III in Individual Support (Aged Care) or commitment to obtain within 12 months

Desirable:

- Certificate IV in Leisure and Lifestyle or willingness to obtain
- Experience working with and empathy towards the elderly
- Experience in formulating and implement diversional / recreational therapies.
- Knowledge and understanding of Australian Aged Care Quality Agency Accreditation standards.
- Current NSW Drivers Licence
- Membership of a professional body relevant to the diversional specialty

KEY PRINCIPLES AND VALUES

The following principles and values are considered to be key requirements of our organisation. All Councillors and Staff are expected to demonstrate these values and principles in their dealings with each other and with the community.

Integrity

We must not place ourselves under any financial or other obligation to any individual or organisation that might reasonably be thought to influence us in the performance of our duties.

Leadership

We have a duty to promote and support the key principles by leadership and example and to maintain and strengthen the public's trust and confidence in the integrity of Council. This means promoting public duty to others in the Council and outside, by our own ethical behaviour.

Selflessness

We have a duty to make decisions solely in the public interest. We must not act in order to gain financial or other benefits for ourselves, our family, friends or business interests. This means making decisions because they benefit the public, not because they benefit the decision maker.

Objectivity

We must make decisions solely on merit and in accordance with our statutory obligations when carrying out public business. This includes the making of appointments, awarding of contracts or recommending individuals for rewards or benefits. This means fairness to all; impartial assessment; merit selection in recruitment and in purchase and sale of council's resources; considering only relevant matters.

Accountability

We are accountable to the public for our decisions and actions and must consider issues on their merits, taking into account the views of others. This means recording reasons for decisions; submitting to scrutiny; keeping proper records; establishing audit trails.

Openness

We have a duty to be as open as possible about our decisions and actions, giving reasons for decisions and restricting information only when the wider public interest clearly demands. This means recording, giving and revealing reasons for decisions; revealing other avenues available to the client or business; when authorised, offering all information; communicating clearly.

Honesty

We have a duty to act honestly. We must declare any private interests relating to our public duties and take steps to resolve any conflicts arising in such a way that protects the public interest. This means obeying the law; following the letter and spirit of policies and procedures; observing the code of conduct; fully disclosing actual or potential conflict of interests and exercising any conferred power strictly for the purpose for which the power was conferred.

Respect

We must treat others with respect at all times. This means not using derogatory terms towards others, observing the rights of other people, treating people with courtesy and recognising the different roles others play in local government decision making.