



# Employment Opportunity

## Activity Officer – HACC Full Time Position

Northern Peninsula Area Regional Council is seeking applications from suitably qualified, motivated, and experienced people for the position of Activity Officer- HACC.

### About the Job:

The primary aim of this position is to design, implement and evaluate health and leisure activities and programs for clients.

### Duties:

Key duties and responsibilities will include.

- Design, plan and implement activities to meet the individual needs of the client group in accordance with the NPA Aged and Disability Care Program policy.
- Support the clients to maintain their independence and to motivate healthy lifestyle.
- Participate in the ongoing evaluation and update of the client's care needs and functioning levels.
- Provide ongoing support through a genuine concern for the individual social, emotional, spiritual, and cultural needs of clients.
- Encourage family carers to have input into the planning and ongoing review of the client's care.
- Observe and report any changes in a client's condition or any incidents which have occurred, to the coordinator.
- Complete daily records and case planning notes.
- Other duties as required.

### Are you the right person for the job?

#### SELECTION CRITERIA

- Strong interpersonal and client service skills.
- A strong commitment to working with frail aged and younger people with disabilities
- Knowledge of appropriate health and leisure activities for the client group that will stimulate and maintain independence.
- Ability to work as part of a team and independently.
- Capacity to provide comprehensive daily and fortnightly reports to the coordinator.
- Understanding of the practical application of WH&S requirements
- Understanding of local indigenous issues

## PERFORMANCE INDICATORS

### ***Reliable conduct and behaviour***

- Code of Conduct maintained, on time, reliable attendance
- Instructions followed; allocated tasks completed and reported when finished
- Safe manual handling practices used

### ***Work quality***

- Housekeeping, infection control and care standards met
- Daily (oral) and fortnightly (written) reports accurate and reliable
- Care plans developed with family and client involvement
- Changes in client needs and situation observed and responded to

### ***Team working and communication***

- Helped other team members when needed - cooperating to ensure service provided to clients
- Manager told about any problems affecting client care or service delivery
- Effective working relationships maintained; conflicts dealt with constructively

### ***Commitment and Pride in Work – Respect NPA***

- Clients and their carers report service meets expectations
  - Useful suggestions made for improved client service
  - Importance of the service to the health and wellbeing of clients and the community is understood and shared with others
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- Copies of licences and certificates must be attached to resume
  - This position is not allocated staff housing

## Interested?

A brief expression of interest outlining in your own words why you should be considered for this position, together with a recent resume and should be submitted to the **Human Resource Advisor Joyce Soki @ NPARC New Mapoon Office** or email to [hradvisor@nparc.qld.gov.au](mailto:hradvisor@nparc.qld.gov.au) or alternatively email [joyce.soki@nparc.qld.gov.au](mailto:joyce.soki@nparc.qld.gov.au)

**Application Closed: Wednesday 24<sup>th</sup> of January 2024.**