

Northern Peninsula Area Regional Council

POSITION DESCRIPTION

Position number	TBA	Date of last review	January 2024
Position Title	Activity Officer – Full Time Position		
Award	<i>Queensland Local Government Industry (Stream B) Award – State 2017</i>		
Classification	Band 1 Level 1		
Division	Community & Regulatory Services		
Section	HACC		
Location	New Mapoon		
Hours of Duty	38 hours per week		
Supervisor	HACC Coordinator		
Direct Reports	Nil		

ORGANISATIONAL ENVIRONMENT

Our Vision - Where do we want to be in 5 years?

Build a sustainable, culturally vibrant and connected community

Our Mission - How will we achieve our Vision?

By growing indigenous and local opportunities, enhancing, preserving, and protecting our unique physical environment and unique Cultural Heritage, prolonging and enriching the lives of our People, promoting unity and leading multi-generational change.

Our Values - What do we believe in?

1. Community Focused
2. Respect and support for environment, culture, and our people
3. Transparency and accountability
4. Working with Stakeholders to plan and actively share responsibility for improving sustainable service provision for community
5. Providing a safe and healthy working environment

CONDITIONS OF EMPLOYMENT

The conditions of employment for this position are in accordance with the *Northern Peninsula Area Regional Council Certified Agreement 2019*, the *Queensland Local Government Industry (Stream A) Award – State 2017*, Council's policies and procedures, Council's Code of Conduct and other legislative requirements.

WORK HEALTH AND SAFETY RESPONSIBILITIES

The employee shall comply, so far as is practicable, with:

- the *Work Health and Safety Act 2011* and associated Regulations and Codes of Practice
- Council's Workplace Health and Safety Policies and Procedures
- instructions given by their manager in respect of the Health and Safety of themselves and the Health and Safety of other persons

The employee is responsible for ensuring Council's WH&S Systems are implemented within their area of responsibility.

PRIMARY OBJECTIVE OF POSITION

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

KEY ACCOUNTABILITIES

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.

SELECTION CRITERIA

1. Strong interpersonal and client service skills.
2. A strong commitment to working with frail aged and younger people with disabilities
3. Knowledge of appropriate health and leisure activities for the client group that will stimulate and maintain independence.
4. Ability to work as part of a team and independently.
5. Capacity to provide comprehensive daily and fortnightly reports to the Coordinator.
6. Understanding of the practical application of WH&S requirements
7. 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