

## Activities Assistant

### Position Details

The position works as part of a supportive, innovative and dynamic team to assist with program activities.

<b>Employer</b>	Footprints in Brisbane Inc. (Footprints)	<b>Program Area</b>	Aged Care Services
<b>Location</b>	Light Street and Community	<b>Salary Range</b>	As per Award rates
<b>Status</b>	Fixed term until 30/06/2021	<b>Hours/FTE</b>	30 hours per week
<b>Industrial Instrument</b>	Social, Community, Home Care and Disability Services Industry Award 2010	<b>Classification Level</b>	Level 2
<b>Reporting relationships</b>	This role reports to the Activities Coordinator – Social Support Groups Program		

### Responsibilities

Key Responsibilities
<ul style="list-style-type: none"> <li>▪ Assist with the implementation of innovative and creative programs for the Social Support Groups Program. This can include a range of activities as instructed by the Activities Coordinator and Diversional Therapy staff.</li> <li>▪ Assist with and provide transport to, from and during group activities.</li> <li>▪ Maintain confidentiality and privacy of information regarding clients and carers.</li> <li>▪ Contribute to the smooth, efficient and effective provision of services to clients by working as part of a team</li> <li>▪ Attend Team Meetings</li> <li>▪ Maintain the confidentiality of information regarding clients, carers and employees</li> <li>▪ Carry out work positively in the local community in accordance with relevant program guidelines and the Aged Care Standards and NDIS Practice Standards.</li> </ul> <p><b>General</b></p> <ul style="list-style-type: none"> <li>▪ Follow all organisational policies and procedures</li> <li>▪ Participate in monthly professional supervision sessions, and ongoing learning and development activities</li> <li>▪ Promote and maintain a safe and healthy work place, ensuring adherence to WHS policies and procedures</li> <li>▪ Work within the vision, mission and values of Footprints</li> </ul>

### Knowledge and Skills

Essential
<ul style="list-style-type: none"> <li>▪ Demonstrated experience working with older people, people with disabilities and people experiencing mental health concerns, reflecting a caring and compassionate approach to service provision</li> <li>▪ Self-motivated with the ability to work effectively in a team environment, under minimal supervision and use initiative</li> <li>▪ Effective written and verbal communication skills</li> <li>▪ Current class C driver license, Yellow Card and satisfactory national police check</li> </ul>
Desirable
<ul style="list-style-type: none"> <li>▪ Current First Aid and CPR Certificate</li> <li>▪ Certificate III in Aged Care/Individual Support/Community Services</li> </ul>