

POSITION DESCRIPTION

Position Details

Title:	Bilingual Community Activity Worker <i>(Arabic speaking)</i> Aged Care
Job Type:	Casual (Approximately 15 hours per week)
Classification:	SCHADS (Modern Award 2010), Level 2.3 (\$30.94 or \$38.68/hour including 25% casual loading)
Responsible to:	Aged Care Team Leader
Report to:	Aged Care Team Leader

The Organisation

Community and Cultural Connections Inc is not for-profit organization and Public Benevolent institution working with older people to support clients' wellbeing and promote independence.

Our vision is that staff are well planned and balanced to meet the needs of all stakeholders and in doing so they stay focused on outcomes, the community and participant sustainability.

The role

The Purpose of this role is to work on programming activities, events and outings and some individual support to running smoothly the Commonwealth Home Support Program (CHSP) – Multicultural Social Support at Community and Cultural Connections Inc to assist aged and frail people within the service to meet their personal wellbeing goals, make informed life choices and live with greater independence.

Key Responsibilities and requirements of the role

Develop Programming

- To do need assessment and consultation with aged care clients in planning, organising, running and evaluate 3month-program activities (including physical and virtual meetings and social outings).
- To ensure innovative and adaptation programs are consulted, developed, organised, implemented and evaluated in different circumstances including in unprecedented times.

- To make sure clients' wellbeing outcomes and other key outcomes are achieved for elderly people and the programs are reached and with evident-based
- To demonstrate understanding and practising the new Australian Aged Care Quality Standards (commenced on 1 July 2019) in process of working with groups and individual of aged care service recipients.
- To work with the aged care team leader and the volunteer coordinator to ensure all the required staff, volunteers, tools, equipment and materials are available for all activities

Oversee Support Volunteers

- To oversee volunteers who assist with activities and events in the same team
- To work with a team of staff, placement students and volunteers to implement activities and supervise them during the actual program/event to ensure they follow all directions and protocols.

Manage Maintenance and Supplies

- To ensure a venue is reserved, communication tools are ready for the event and any promotional materials are developed and distributed in advance of the programs
- To order materials and supplies as needed, including material for activities, refreshment for tea break and lunch.

Social Support and transport

- To communicate with clients about their care and support requirements.
- To deliver social support services (one-on-one individual support and social support-group) and transport service relevant to the clients' needs, wellbeing and independence.
- To deliver effective holistic supports to clients' wellbeing and promote independence.

Outreach and Promoting

- To have a strong outreach and promotional strategy in place regarding CCCi CHSP aged care services
- To be able to create and implement outreach and promotional activities when are required.

Documentary and Reporting

- Writing personalised care plans in consultation with clients.
- To ensure client profiles are up to date, including client's care plan, annual clients' review, or shorter review when clients' changes in circumstances, progress notes, and service's risk assessment.
- To ensure all relevant reports are timely met, including Daily Activity report, group monthly report, attendant list, list of client contribution, and 3 month-evaluation report.
- Ensure that key outcomes of the program are reached by providing, but not limited to, evident-based reporting or documenting
- Demonstrate compliance with WHS and contribute to safe workplace
- Have excellent interpersonal skills, flexibility, ability to multi-task and work independently, as well as in a team environment

- Demonstrate compliance with maintain a high level of confidentiality
- Possess excellent written and oral communication skills
- Possess computer and administration skills
- Demonstrate good attention to detail and the ability to prioritise tasks
- Have previous experience in the aged care sector.

Required

- Minimum have a Certificate III in Aged Care or Certificate IV in Community Services or Social Work or Health Care or Recreational degree equivalent
- A current Police Check
- A current First Aid certificate or willing to obtain the certificate
- A COVID19 vaccination certificate or a medica exemption
- Can speak Vietnamese language
- A current NSW driver licence and own vehicle
- Demonstrated understanding and practising the new Australian Aged Care Quality Standards (commenced on 1 July 2019).
- Demonstrated experience in working with the older people and understanding of the Commonwealth Home Support Program and its outcomes.
- Demonstrated ability to deliver responsive and effective supports to clients within our care to ensure key outcomes are achieved for elderly people and the programs are reached.
- Demonstrated ability to work as part of a team and work independently and unsupervised.
- Understanding of confidentiality in relation to client privacy. Treat as paramount the clients' rights to privacy.
- Adhere to Privacy and Confidentiality Laws and Legislation.
- Knowledge of Aged Care Act legislation.

Desirable

- A current NSW driver licence and own vehicle
- Excellent communication skills

Work Eligibility

- The candidate can work permanently in Australia with no restriction