
Position:	Social Inclusion and Wellness Support Worker
Classification:	SCHADS Award Level 3 Pay Point 1 Temporary Fixed Term (Maternity Leave)
Hours:	12 hours per week (Monday and Tuesday)
Responsible to:	Social Inclusion and Wellness Coordinator

This position description is not a comprehensive list of responsibilities or criteria. The position's incumbent will be aware that the position is to coordinate a dynamic service based upon growing community need and that outcomes and activities may change over the course of time.

Reporting and Organisational Context

The Social Inclusion and Wellness Support Worker is responsible to the Board of Directors of Canterbury City Community Centre through the Social Inclusion and Wellness Coordinator.

Position Objective

To provide support to people over 65 residing in the South West Sydney planning area and assist in their independence and wellness by providing social group activities over 2 days per week.

Knowledge, Skills and Experience

Essential Criteria:

- Experience working with, and empathy and understanding of, issues impacting older people
- Experience working with volunteers
- Understanding of group dynamics
- Cross Cultural skills
- Excellent communication skills
- Qualifications in Community or Aged Services, Lifestyle and Leisure Activities or a related field
- Knowledge and experience of word documents, spreadsheets and databases.
- Drivers License and access to a motor vehicle
- Willingness to undertake relevant training
- Understanding of WHS requirements

Desirable Criteria:

- Understanding and experience of working with disadvantaged communities
- First Aid Certificate or willingness to obtain

- Interest in art and craft activities
- Speak a community language

Principle Duties

Planning and Evaluation

- Seeking client and volunteer feedback
- Planning activities
- Establishing the weekly group activities in Greenacre

Volunteer Recruitment, Supervision and Support

- Supervise and support a small team of volunteers
- Ensure regular communication with volunteers including actively seeking feedback and suggestions for service improvement

Effective Workplace Relationships

- Maintain effective working relationships with staff, volunteers and clients
- Participate in staff meetings and training days

Risk Management

- Participate in providing a safe working environment for staff and volunteers

Service Provision

Primary Duties

- Run social group activities for people over 65
- Supervise setting up and packing up of the venue by volunteers ensuring cleanliness of venue after the group has finished
- Call clients on the morning of service or the day before to confirm attendance and advise of pick-up time
- Ensure complaints and feedback are monitored and service improvements are implemented where needed
- Order supplies; source materials/equipment/guest speakers for the group
- Monitor and support clients and refer any changes/concerns to the Coordinator
- Monitor and ensure compliance with WHS regulations

Secondary Duties

- Attending Social Inclusion and Wellness Team meetings when requested
- Researching and managing projects as required

Financial Management

- Submit client fees to the Social Inclusion and Wellness Coordinator
- Adhere to the Centre's Financial Policy

Other

- Adhere to the Centre's Code of Behaviour and Policies and Procedures as contained within the Centre's P & P Manual

Employee's Signature:

Date:

Manager's Signature:

Date:

