

Social Centre Carer

Position Title: Social Centre Carer
Reporting to: Services Manager via the Centres & Groups Team Leader

The Organisation

Blackall Range Care Group is a Not-for-Profit Aged Care provider. We are recognised as Leaders in the Community for the delivery of exceptional Aged Care and Disability Services. Working in the Community with the Community.

Services include:

- Personal care and domestic assistance
- Community Access
- Nursing and Allied Health care
- Social Centres
- Flexible Respite Options
- Home Maintenance and Home Modifications
- Transport
- Aids and Equipment

Functions of the Role

To provide community care services to the aged and people with a disability residing on the Sunshine Coast or Gympie. Supporting the Social Centre Coordinator with daily activities, duties and tasks as directed, and transport to and from the centre. Expectation to step into the Personal Carer role in the community when the Social Centre is not operating.

Roles and Responsibilities

Organisation

- Works within the role and responsibilities for the position and complies with all organisational policies, regulations and standards, and the Code of Conduct;
- Shows commitment to ongoing skill development by participating in training and development activities;
- Represents the organisation as the first point of contact via a range of communication methods;
- Demonstrates confidentiality and diversity awareness;
- Participates as a respectful team member contributing to a harmonious workplace;
- Takes on board, accommodates and accepts feedback;
- Maintain a professional relationship with clients and team members and possess high levels of trust, honesty, respect and integrity;
- Supports clients to Live Their Best Life.

Duties and Tasks

Assisting the Social Centre Coordinator as directed to:-

- Prepare and plan the activities of the Social Respite Centre;
- Carry out work health and safety and risk management in relation to activities undertaken with clients and with transportation arrangements;
- Undertake risk management assessments of all planned activities and excursions, and include contingency plans;
- Record and maintain client information on the information data program;
- Participate as a member of the team in the coordination of services and manage issues encountered for clients of the service;
- Ensure that a safe, caring and stimulating environment is provided for Centre attendees;
- Work with the team to prepare and deliver a program of activities to entertain, stimulate and/or relax Centre attendees;
- Ensure Centre resources are kept up to date and in order and organise purchase of required supplies;
- Ensure that daily client sheets for transport and meals are prepared and distributed;
- Provide clients with transport to and from the Centre each day;
- Maintain daily attendance records of clients attending the centre, and update client file records as required;
- Complete any other duties related to the position as requested by the Coordinator;
- Adopts personal responsibility in own role and reports concerns, incidents and breaches or practice;
- Follows and implements WH&S guideline and reports any concerns or incidents.

Key Relationships

- Services Manager
- Centres & Groups Team Leader
- Centre Coordinator & Team
- Liaises with other professional Team Members in relation to client care needs or clinical issues.

Key Selection Criteria

- Certificate III level qualification in Aged Care, Individual Support, Home and Community Care or Disability or relevant area;
- Ability to meet the requirements of Criminal History screening procedures;
- Current First Aid and CPR Certificate;
- Current Driver's Licence;
- Experience in care of aged people and/or people with a disability;
- Efficient communication, comprehension and interpersonal skills;
- Be a team player with strong work ethic;
- A sound understanding of the principles of consumer directed care;
- Ability to organise own workload, to make on the spot decisions in relation to simple contingencies and to refer to appropriate senior staff for all other decisions in relation to client welfare, health or needs.