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## Centre Coordinator

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<b>Position Title:</b>	Centre Coordinator
<b>Reporting to:</b>	Services Manager via the Centres & Groups Team Leader
<b>Location:</b>	Nambour/Flaxton/Gympie
<b>Status:</b>	Permanent

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### The Organisation

Blackall Range Care Group Ltd. is a not-for-profit organisation that provides high quality aged care and disability services in the Sunshine Coast region. Services include:

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

### Functions of the Role

The Centre Coordinator is to supervise the organisation and delivery of a range of recreational and social activities, both in the Centre and on group outings to venues in the community.

### 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**

- Prepare and plan the activities of the Day 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;
- Provide supervision and support to centre staff including volunteers;
- 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 when necessary;
- Maintain daily attendance records of clients attending the centre, and update client file records as required;
- Prepare volunteer roster for centre duties;
- Complete any other duties related to the position as requested by the Healthy Lifestyle Coordinator.

### **Key Relationships**

- Reports to the Services Manager via the Centres & Groups Team Leader
- Centre Staff and Volunteers
- Liaises with other professional staff in relation to client care needs or clinical issues.

### **Key Selection Criteria**

- Certificate III or IV in Individual Support, Aged Care, Community Care, Disability or equivalent;
- Ability to meet the requirements of Criminal History screening procedures;
- Current First Aid & CPR Certificate;
- Current Driver's Licence;
- Experience and training in the creative design and implementation of recreational and social programs for aged clients and younger 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.