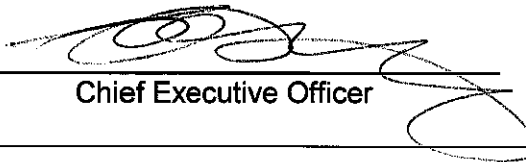




POSITION DESCRIPTION

POSITION IDENTIFICATION

- POSITION TITLE:** Recreational Coordinator
- CLASSIFICATION:** Level 4
Disability Services Award and
LHMU SA-Leveda Incorporated
Union Collective Agreement 2007-2008.
- RESPONSIBLE TO:** Executive Manager, Community Support and Respite.
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Chief Executive Officer

JOB DESCRIPTION

- 1. Summary of the broad purpose of the position in relation to the organisation's goals (its expected outcome and how it is to be achieved).**
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The Recreational Coordinator is responsible for the planning and coordination of recreational activities for clients of Leveda within the community providing a variety of recreational opportunities in an effective, timely and professional manner, in accordance with clients' individual preferences.

- 2. Accountability and Reporting/Working Relationships (to whom the person reports, staff for whom the person is responsible, and other significant connections and working relationships within the organisation).**
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The Recreational Coordinator reports to the Executive Manager, Community Support and Respite Services. The Recreational Coordinator works in co-operation with Service Management, funding bodies, other organisations, various service providers, families and clients to ensure the recreational program provides a variety of recreational opportunities to clients.

3. Special Conditions (such as non-metropolitan location, travel requirements, frequent overtime, etc.).

- 3.1 Flexibility and a willingness to travel and work between work locations
 - 3.2 Current drivers licence and a willingness to drive Leveda's vehicles
 - 3.3 Leveda has a non-smoking policy at all worksites and Leveda vehicles
 - 3.4 Appointment to the position is subject to a satisfactory medical and police check, and successful completion of the probationary period.
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4. Statement of Key Outcomes/Activities (group into major areas of responsibility/activity).

4.1 Coordination of Recreation programs

The Recreation Co-ordinator is principally responsible for

- 4.1.1 Developing an annual schedule of activities on a monthly basis
- 4.1.2 Incorporation of people's choices and suggestions within the schedule.
- 4.1.3 Providing quality and most relevant information to clients, families and advocates within a timely manner. good time frame
- 4.1.4 Booking of all activities, venues and transport.
- 4.1.5 Integration of activities into the broader agency schedule of programs.
- 4.1.6 Assisting in the engagement of staff to facilitate activities.
- 4.1.7 Ensuring that all activities are conducted in accordance with policy and procedures of the agency.
- 4.1.8 Ensuring all activities run with appropriate staffing ratios, safe participant mixes and appropriate staffing.
- 4.1.9 Liaising with Service Manager's staff, clients and families to assess and manage risk in relation to safety.
- 4.1.10 Providing background briefings to staff and participants of all activities.
- 4.1.11 Evaluating each activity provided using feedback from staff, participants and their families.
- 4.1.12 Maintaining the budget for programs
- 4.1.13 Ensuring all participant information is up to date and available for support staff working within the program
- 4.1.14 Working in cooperation with other organisations within the community
- 4.1.15 Ensuring collaborative relationships are developed and maintained with other services, groups and agencies
- 4.1.16 Contributing to quality systems in place to monitor and develop the services to clients
- 4.1.17 Promoting the services of the organisation through engaging with other service providers, regional events and networks within the community.
- 4.1.18 Undertaking the required administrative duties associated with the program
- 4.1.19 Other duties within the scope of the position as directed

4.2 Client support

The Recreation Co-ordinator is responsible for ensuring appropriate client support at a program level through;

- 4.2.1 Ensuring each client is provided with the agreed level of client support
- 4.2.2 Ensuring recreational options reflect plans for clients
- 4.2.3 Risk Identification and Management
- 4.2.4 Maintaining regular contact with each client and/or their family, and maintaining awareness of recreational and leisure goals that can be reflected in the coordination of the program
- 4.2.5 Facilitating the development of effective Support Worker teams
- 4.2.6 Facilitating open and timely communication between clients and/or their families and Support Workers.
- 4.2.7 Co-ordinating a variety of recreational opportunities and activities that recreational opportunities are financially accessible

4.3 The Recreational Co-ordinator will contribute to the development of the Recreation Program service by:

- 4.3.1 regularly re-assessing the service for the purpose of continuous improvement opportunities
- 4.3.2 Propose Initiating changes, developing new program ideas and providing associated recommendations.
- 4.3.3 Providing written reports for newsletters, reports to funding bodies and other publications as required.
- 4.3.4 Providing regular reporting as determined by Management.

4.4 The Recreational Co-ordinator will provide appropriate support to service staff through

- 4.4.1 Consulting with and obtaining feedback from staff involved in recreation programs.
- 4.4.2 Providing staff with relevant information on the program and the participants they will be supporting.
- 4.4.3 Following up with any issues arising from within the program with the relevant Manager.
- 4.4.4 Ensure staff have the necessary written and electronic information relating to activities

4.5 Assist in maintaining an effective team and smooth operation and development of the organisation by:

- 4.5.1 Ensuring that all service staff are aware of, and observe, occupational Health and Safety polices and safe working practices
- 4.5.2 Assist with the co-ordination of return to work programmes for injured workers
- 4.5.3 Assist in maintaining an effective team and smooth operation and development of the organisation by:
- 4.5.4 Maintaining a professional approach in the workplace by adhering to Leveda's values and goals
- 4.5.6 maintaining professional and technical knowledge by attending relevant training workshops or seminars, as required by the organisation, funding bodies and legislative requirements
- 4.5.7 identifying training needs of the staff team and ensuring that these training needs are met by sourcing relevant training
- 4.5.8 maintaining client confidentiality and protecting operations by ensuring sensitive information is kept secure
- 4.5.9 maintaining Equal Opportunity principles in the workplace by adhering to EO legislation and relevant Human Resource policies
- 4.5.10 maintaining and demonstrating a commitment to customer service by supporting Leveda's continuous improvement processes
- 4.5.11 Maintaining a culturally aware and sensitive profile with the customer base of the organization by adhering to Leveda's values and contributing to staff development, knowledge and understanding of cultural diversity.

5. Child and Vulnerable People Safe Organisation

- 5.1 Undertake to observe Leveda's Child and Vulnerable People Safe Polices and Practices
- 5.2 Undertake to cooperate with strategies to actively ensure that safety, protections and well-being of children and other vulnerable people e.g. Leveda clients, who come into association with the organisation.

6. Occupational, Health, Safety and Welfare (OHS&W)

- 6.1 Maintain a healthy and safe workplace by:
 - 6.1.1 taking reasonable care to protect own safety and that of others whilst at work;
 - 6.1.2 adhering to OHS&W policies and procedures;
 - 6.1.3 recognising and identifying risks; act accordingly when they arise
 - 6.1.4 obeying all reasonable instructions or policies given by the Service Manager in relation to health and safety at work;
 - 6.1.5 using and maintaining equipment provided for health or safety purposes;
 - 6.1.6 not being affected by consumption of alcohol or a drug in such a way as to endanger own safety or that of others in the workplace;

- 6.1.7 reporting any identified unsafe conditions, risks, hazards as soon as possible as per Leveda's Hazard Management Policy;
- 6.1.8 adhering to Leveda's Manual Handling plans
- 6.1.9 actively supporting any colleague who may injure themselves at work including supporting colleagues on return to work programmes

Read, understood and acknowledged by applicant:

Name:

Signature:

Date: / /.....

PERSON SPECIFICATION

ESSENTIAL MINIMUM REQUIREMENTS

Personal Abilities/Aptitudes/Skills

- Effective verbal and written communication skills.
 - The ability to communicate effectively with a wide range of people from different backgrounds.
 - Ability to use information technology at an intermediate level
 - Ability to work independently and use initiative
 - A demonstrated ability to work in a team environment.
 - A high degree of organisation skills including the ability to direct other staff
 - High level of interpersonal and conflict resolution skills.
 - Ability to develop extensive personal and professional networks.
 - Skills in research, evaluation and planning.
 - Time management skills,
 - Ability to think clearly and prioritise workload
 - Negotiation Skills
 - Effective problem solving skills
 - Service delivery philosophy consistent with Leveda principles.
 - Motivated to work with families, children and adults with a disability and complex support needs.
 - Self-motivated, energetic and positive.
 - Ability to recognise conflict situations and solve them appropriately
 - An understanding of disabilities and the issues individuals face in being included in recreational activities in the community.
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Educational / Vocational Qualifications

Qualification in Recreation or similar discipline.

Experience

- Working collaboratively with community based organisations or groups
 - Experience in the researching, planning and coordinating recreational services for people with disabilities
 - Experience operating in an office environment.
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Knowledge

- Understanding of cognitive disability and complex support needs and its impact on individuals, their family and society.
 - Understanding range of life needs of people with a cognitive disability and complex support needs
 - Knowledge of resources in the community
 - An understanding of the latest developments, trends and practices in the delivery of recreational programs and services
 - An awareness of marketing and promotional concepts and practices.
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DESIRABLE CHARACTERISTICS

Experience

- Experience in supporting people with a disability utilising respite and/or individual support packages
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Knowledge

- Broad understanding of human behaviour, with emphasis on small groups and community structure and processes.
 - Knowledge of resources in the community and their utilisation.
 - Knowledge of relevant legislation.
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LAST REVIEW							
Version	Created/Revised Date	Next Review	Sections Changed	Created/Amended by	Procedure Type	Approved by	Code
1	02.06.10	02.06.12		HRM	JD	CEO	JDSER09