



## Position description Day Club Officer

### Position details:

<b>Position title:</b>	Day Club Officer	<b>Reports to:</b>	Day Club Coordinator
<b>Department/Division:</b>	Community Care	<b>Direct reports:</b>	Nil

### Position:

The Day Club Officer is responsible for the effective delivery of activities and events within the Day Club programs which aim to reduce social isolation and increase wellness in elderly clients.

### Essential requirements:

It is a condition of employment with Goodwin that all employees must have an annual influenza vaccination, unless an exemption is provided on medical grounds. Goodwin offers a free annual influenza vaccination program.

### Key accountabilities:

- Ensure the smooth operation of Day Club programs delivered to older people so they access a range of social, intellectual and physical activities which aim to reduce their social isolation and increase wellness.
- Support the day club coordinator in the implementation, record keeping and evaluation of the day club activities.
- Work with the team to develop the day club program
- Prepare and facilitate activities as per the program.
- Transportation of clients to Day Club using Goodwin vehicles.
- Oversight the maintenance of accurate attendance records.
- Undertake accurate and timely documentation.
- Undertake client surveys and provide suggestions for future planning.
- Implement and evaluate strategies that achieve the objectives of programs.
- Assist with client reviews and care plans where directed by the Day Club Coordinator.
- Oversight of volunteers of assist with the delivery of programs.
- Provide feedback in relation to client's ability to effectively participate in program.
- Assistance with the development, implementation, and evaluation of quality systems.

### Other:

- Compliance with organisational policies and procedures, legislation, Work Health and Safety and diversity.
- Maintain the customer service culture, and present professionally to all people at all times.
- Maintain and promote Goodwin's reputation as a quality organisation.
- Communicates and interacts with all consumers in a dignified and respectful manner.
- Commitment to quality systems and continuous improvement.

### Selection criteria:

#### Essential requirements:

- Current drivers license with a willingness to undertake a light rigid driver's license.

#### Essential Skills:

- Ability to develop, implement and evaluate events to a high standard.
- Excellent negotiation, representation, and communication skills
- Strong organisational, capabilities and good problems solving skill
- Knowledge of health, well-being, and care support to older people
- Good organisational and administrative skills
- Self-motivated with a capacity to contribute significantly within a team environment.



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- Competent in Microsoft office applications

### Desirable Skills:

- Background in community sector or a similar field is desirable.
- Qualifications or willingness to undertake Certificate in Leisure and Lifestyle.

### Personal Attributes:

- High ethical standard, is trustworthy and confidential.
- Works well individually and as a team member.
- Has consideration and respect for others and their views.
- Shows respect for cultural diversity in all communications and interactions with co-workers and consumers.
- Adapts to changing environments and demands.
- Enthusiastic, energetic, projects a positive image.
- Good attention to detail, efficiency and effectiveness.

### Work health and safety:

- Take reasonable care for your own health and safety and the health and safety of others.
- Comply with any reasonable instruction by Goodwin.
- Observe and comply with the work health & safety policies and procedures of Goodwin.
- Report any identified hazards, incidents including near misses or injuries which arise in the course of your work, using Goodwin's reporting systems.
- Undertake WHS training where required, in order to perform duties.
- Participate and contribute to work health & safety practices to ensure a safe work environment.

### Position approval:

This position is approved under the Goodwin Enterprise Agreement at GACS Supervisor Level 1.

### Authorisation:

This position description has been authorised as part of Goodwin's document management process. It comes into effect on the date indicated next to the signature.

**Signature:**

**Date:**

13/4/21

**Position:**

Executive Director of Care