



**Swan Hill  
District Health**  
Connected Care. Best Experience.



**Inclusive**

**Compassionate**

**Progressive**

**Accountable**

## **Activity Leader** *Social Support Groups*

We are excited to offer a position to support our Social Support Groups service, where you'll play a key role in enhancing the social, recreational, and overall well-being of older adults living in the community. As a Leisure & Lifestyle Worker, you will help plan and facilitate engaging activity groups, ensuring participants have opportunities for enjoyable and meaningful social interactions.

### **Key Responsibilities:**

- Plan and lead a variety of activities that promote social engagement and recreational enjoyment for older adults.
- Assist participants in joining and participating in social support groups, empowering them to make choices and achieve their personal goals.
- Focus on creating a positive, inclusive environment where older adults feel valued and empowered.
- Foster social connections and enhance the quality of life for participants through enjoyable and enriching activities.

### **Requirements:**

- Availability for 2-3 regular days per week, with a mandatory availability on Thursday.
- Passion for supporting older adults and helping them stay connected with their community.

If you are enthusiastic about making a difference in the lives of older adults and have a passion for social support and recreation, we would love to hear from you!

### **About You:**

- Experience supporting older adults or individuals living with disabilities, particularly within social support or similar services.
- A strong passion and drive to create and deliver engaging activities that promote social connection and well-being for clients.
- Previous training or a qualification in Leisure & Lifestyle services is highly desirable.

**Enquiries about this role can be directed to Jamie Garahy, Social Support Groups Manager. Ph: (03) 5033 9410 or E: [jgarahy@shdh.org.au](mailto:jgarahy@shdh.org.au)**

### **Mandatory requirements**

- Current National Police Check or will to obtain.
- NDIS worker screening check, or will to obtain.
- Evidence of immunisation records/history as part of the Health Services Act 1988, 2020 Amendment (Mandatory Vaccination of Healthcare Workers).

**About Swan Hill:** Swan Hill is situated in North-West Victoria. Located on the beautiful banks of the Murray River with multiple tourist attractions and community events in the surrounding region.

**About Swan Hill District Health:** Swan Hill District Health is a 143 bed (including Aged Care), fully integrated rural public health facility servicing a greater community of around 35,000 people. At Swan Hill District Health (SHDH), our vision is to provide connected care, best experience for our community.

SHDH is a compassionate, family friendly employer where every employee is a valued team member. Whilst encouraging and supporting work/life balance, SHDH also provides:

- ®A dynamic workplace
- ®Discounted Corporate gym memberships
- ®Salary Sacrifice/Packaging
- ®Professional Development opportunities
- ®Employee Assistance Program

**Attract Connect Stay;** our community are excited to see you and your family arrive. Let us help you connect; schools, partner employment, clubs, housing and the things that matter to you when building your new life.

**To apply for this position please email your Cover letter responding to the Key Selection Criteria, up-to-date CV and a completed application for employment form, to [employment@shdh.org.au](mailto:employment@shdh.org.au).**

**You will find the position description and application form on our website – [Vacant positions](#)**

Swan Hill District Health is an equal opportunity employer committed to diversity and inclusion. We welcome applications from Aboriginal and Torres Strait Islander people, people with diverse cultural and linguistic backgrounds and people with disability. If you require any reasonable adjustments to the recruitment process or the role, please let us know by contacting [employment@shdh.org.au](mailto:employment@shdh.org.au)

**Applications close: Friday 3rd July 2026.**

Swan Hill District Health reserve the right to interview and appoint candidates prior to this date.

<b>Position:</b>	<b>Social Support Groups Activity Leader</b>
<b>Classification:</b>	Allied Health Assistant, Grade dependent on qualification and experience
<b>Department:</b>	Social Support Groups
<b>Reports to:</b>	Manager, Social Support Groups and Manager, Community Health
<b>Position Summary:</b>	Plan activity groups and assist older adults and adults living with a disability, who live in the community, to participate in social support groups, to enhance their enjoyable, social and recreational opportunities, with an emphasis on achievement, choice and empowerment.
<b>Responsibilities:</b>	<p>Work effectively within a team to plan, implement and evaluate planned activities for people participating in the Social Support Groups program:</p> <p><b>Client Specific:</b></p> <ul style="list-style-type: none"> <li>• Work with participants and/or their carers, both individually and as a group, in planning activities aimed to maximise participants' contribution to, and ownership of activities.</li> <li>• Assist in fee collection and receipting.</li> <li>• Assist in the provision of meals on a daily basis.</li> <li>• In consultation with the Manager, active involvement in the initial assessment process of new clients to the service.</li> <li>• Responsible for the implementation of client care plans, which reflect the clients identified needs and goals. Ensure care plans are updated when required.</li> <li>• Provide an opportunity for physical activity during the activity groups. Promoting physical activity and nutrition is a priority area for the planned activity groups.</li> <li>• Responsible for completing daily planners for each activity group conducted.</li> <li>• Respond appropriately to the behaviour of participants with dementia or other mental health problems. Implement appropriate management strategies planned to meet the needs of the individual clients.</li> <li>• Participate in relevant participant review processes to ensure planned activities program is relevant to participants' needs.</li> <li>• Encourage participants to contribute to the appearance, atmosphere and upkeep of the room, to create a welcoming and stimulating environment.</li> </ul> <p><b>Administration:</b></p> <ul style="list-style-type: none"> <li>• Provide the appropriate information to interested persons enquiring about the service, including completing My Aged Care Referrals where appropriate.</li> <li>• Assist in continuous quality improvement activities such as satisfaction surveys.</li> <li>• Carry out documentation in relation to incidents, or other important issues regarding individual participants. Including goal directed care plans, My Aged Care referral and assessment forms.</li> <li>• Involve Community Groups and resources in the planned activities program.</li> <li>• Appropriately uses and maintain building, vehicles, equipment and consumables.</li> </ul>

	<ul style="list-style-type: none"> <li>• Maintain a clean, safe and tidy department.</li> <li>• Assist with stock ordering, including assuming responsibility for regular checking of stores.</li> <li>• Actively participate in departmental meeting and other review activities as required.</li> <li>• Assist in keeping and maintaining statistical and reporting requirements required for minimum data set reporting.</li> <li>• Participation in continuing professional development as relevant to position.</li> </ul> <p><b>Supervisory:</b></p> <ul style="list-style-type: none"> <li>• Provide supervision and support to volunteers and work experience students working with the Social Support Groups.</li> </ul>
<b>Key Selection Criteria:</b>	<ul style="list-style-type: none"> <li>• Allied Health Assistant qualification or equivalent or willingness to obtain.</li> <li>• Genuine interest in supporting and caring for older adults.</li> <li>• Demonstrated organisational and time management ability.</li> <li>• Valid Australian Driver's License.</li> <li>• Willingness to obtain First Aid Certificate.</li> <li>• Current National Police Check.</li> <li>• NDIS Worker Screening Check</li> <li>• Evidence of immunisation records/history as part of the Health Services Act 1988, 2020 Amendment (Mandatory Vaccination of Healthcare Workers), through either documentation or copy of serology report. It is required that there is immunization for all vaccine preventable illnesses.</li> </ul>
<b>Salary/Award:</b>	<p>Salary in accordance with Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2025.</p> <p>Hours negotiable but Monday, Thursday and Friday are the preferred days.</p>
<b>First Nations:</b>	<p>Swan Hill District Health would like to acknowledge First Nations communities of Wamba Wamba, Wadi Wadi, Barapa Barapa, Latji Latji and the Tatti Tatti people on whose land, we work and live. We pay respect to all Elders past and present and honour their connection to the land and water.</p>
<b>Infection Control:</b>	<ul style="list-style-type: none"> <li>• Each staff member has a responsibility to minimise exposure to incidents of infection/cross infection of residents, staff, visitors and the general public.</li> <li>• The risk minimisation strategies are to be supported by all staff adhering to the Infection Control Manual policies, procedures and guidelines.</li> </ul>
<b>Continuous Quality Improvement:</b>	<ul style="list-style-type: none"> <li>• Each staff member is expected to demonstrate a commitment to best practice.</li> <li>• All staff shall take responsibility for their own practice and share responsibility for creating and maintaining a system that provides safe, high quality health care.</li> <li>• All staff will participate in quality improvement activities aimed at improving patient outcomes and maintaining accreditation standards.</li> <li>• It is the responsibility of every staff member to be familiar with Health Service-wide and specific Department Policies &amp; Protocols</li> </ul>
<b>Person Centered Care:</b>	<p>The Health Service supports in its values the philosophy of Person Centered Care to ensure all people, including health service providers, clients, their carers and family members are respectfully cared for and encouraged to participate in the provision of quality health care.</p>

	We recognise diversity is part of every person & as such providers of health care must be actively involved in developing models of care that are person centered.
<b>Child Safety:</b>	<p>All children have the right to feel and be safe. Keeping children safe is everyone's responsibility. SHDH is committed to providing a child safe environment where children are safe and feel safe, and where their voices are heard about the decisions that affect them.</p> <p>SHDH have zero tolerance to child abuse.</p> <p>Each employee has a responsibility to adhere to this requirement. Any breach of this standard will result in disciplinary action.</p>
<b>Our Purpose:</b>	<p><b>Connected Care / Best Experience</b> SHDH commits to meet the growing health care needs of our community through our new vision to provide better connected care and to achieve the best care experience.</p>
<b>Privacy and Confidentiality:</b>	<p>SHDH are committed to protecting patient and staff privacy and confidentiality, as it is an important aspect of our commitment to providing high quality services. In accordance to both the Health Records Act and the Information Privacy Act, information should only be used and disclosed for the primary purpose of its collection.</p> <p>Each employee has a responsibility to adhere to SHDH's Privacy and Confidentiality Policy, as it is a condition of employment. Any breach of the rules of privacy and/or confidentiality relating to health service business, patients or medical records will result in disciplinary action.</p>
<b>Mandatory Training:</b>	All employees must be aware of and complete designated mandatory training within the required time frame.
<b>Safety:</b>	<p><b>RESPONSIBILITIES: It is the responsibility of every staff member to:</b></p> <ul style="list-style-type: none"> <li>• Take reasonable care for their safety and the safety of others while at work.</li> <li>• Report accidents, incidents and potential hazards as soon as reasonably practicable to their supervisor and record on VHIMS reporting system.</li> <li>• Advise their supervisor if they have an injury or illness that may affect their ability to perform the inherent requirements of their position.</li> <li>• Be familiar with emergency and evacuation procedures as detailed in the Emergency Procedures Manual.</li> <li>• Complete all Mandatory training requirements as identified and directed.</li> <li>• Comply with the Occupational Health and Safety Act and all SHDH O.H. &amp; S. online Policies and Procedures.</li> </ul>
<b>Review:</b>	Completion of My Work Plan on a yearly basis.
<b>Previous Revision dates:</b>	January 2019, June 2021
<b>Current:</b>	February 2023
<b>Managers Name:</b>	Jamie Garahy
<b>Managers Signature:</b>	
<b>Employees Name:</b>	

<b>Employees Signature:</b>	
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