Swan Hill District Health
Connected Care. Best Experience.



Inclusive	*Compassionate*	*Progressive*	*Accountable*

Activity Leader

(Social Support Groups)

(Leisure & Lifestyle Assistant G1-3)

A part-time position is available for an Activity Leader to join our enthusiastic team of Health Professionals in the department at Swan Hill District Health.

The Position

This rewarding role involves facilitating engaging social and recreational activities for older people living in the community. The successful applicant will support participants to maintain social connections, independence, wellbeing and community participation through the delivery of meaningful group-based activities, outings and events.

The position/s includes:

- A full shift on Thursdays
- Wednesday afternoon Italian social group. *Applicants supporting the Wednesday group should be comfortable communicating conversationally in Italian. Fluency is not required; however, the ability to engage participants socially in Italian is essential*.
- Up to 30 hours per fortnight are available, with opportunities for additional casual hours across the Social Support Groups program.

You Bring

- Completion of a Certificate III or higher qualification in Leisure and Health, Individual Support, Community Services, Aged Care, Disability, or another relevant field, or equivalent experience relevant to the role.
- Experience supporting older adults, people living with disability, or individuals accessing community-based services
- Strong interpersonal, communication and organisational skills, with the ability to engage participants in a positive and respectful manner.
- A passion for promoting social connection, wellbeing, positive ageing and community participation

Mandatory requirements

- Current National Police Check, or willing to obtain.
- Working with Children's Check, or willing to obtain.
- NDIS worker screening check, or willing 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.

Apply for this Position via our SHDH Website link: SHDH Apply for this Job providing:

- Completed Application for Employment Form
- Cover letter addressing the selection criteria (included in the Position Description on our website)
- Current Curriculum Vitae

You will find the position description 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**

This position will remain Open until filled or withdrawn

Position:	**Social Support Groups Activity Leader**
Classification:	Allied Health Assistant, Grade dependent on qualification and experience
Department:	Social Support Groups
Reports to:	Manager, Social Support Groups and Manager, Community Health
Position Summary:	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.
Responsibilities:	Work effectively within a team to plan, implement and evaluate planned activities for people participating in the Social Support Groups program: **Client Specific:** • 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. • Assist in fee collection and receipting. • Assist in the provision of meals on a daily basis. • In consultation with the Manager, active involvement in the initial assessment process of new clients to the service. • Responsible for the implementation of client care plans, which reflect the clients identified needs and goals. Ensure care plans are updated when required. • Provide an opportunity for physical activity during the activity groups. Promoting physical activity and nutrition is a priority area for the planned activity groups. • Responsible for completing daily planners for each activity group conducted. • 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. • Participate in relevant participant review processes to ensure planned activities program is relevant to participants' needs. • Encourage participants to contribute to the appearance, atmosphere and upkeep of the room, to create a welcoming and stimulating environment. **Administration:** • Provide the appropriate information to interested persons enquiring about the service, including completing My Aged Care Referrals where appropriate. • Assist in continuous quality improvement activities such as satisfaction surveys. • 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. • Involve Community Groups and resources in the planned activities program. • Appropriately uses and maintain building, vehicles, equipment and consumables.

	• Maintain a clean, safe and tidy department. • Assist with stock ordering, including assuming responsibility for regular checking of stores. • Actively participate in departmental meeting and other review activities as required. • Assist in keeping and maintaining statistical and reporting requirements required for minimum data set reporting. • Participation in continuing professional development as relevant to position. **Supervisory:** • Provide supervision and support to volunteers and work experience students working with the Social Support Groups.
Key Selection Criteria:	• Allied Health Assistant qualification or equivalent or willingness to obtain. • Genuine interest in supporting and caring for older adults. • Demonstrated organisational and time management ability. • Valid Australian Driver's License. • Willingness to obtain First Aid Certificate. • Current National Police Check. • NDIS Worker Screening Check • 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.
Salary/Award:	Salary in accordance with Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2025. Hours negotiable but Monday, Thursday and Friday are the preferred days.
First Nations:	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.
Infection Control:	• Each staff member has a responsibility to minimise exposure to incidents of infection/cross infection of residents, staff, visitors and the general public. • The risk minimisation strategies are to be supported by all staff adhering to the Infection Control Manual policies, procedures and guidelines.
Continuous Quality Improvement:	• Each staff member is expected to demonstrate a commitment to best practice. • 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. • All staff will participate in quality improvement activities aimed at improving patient outcomes and maintaining accreditation standards. • It is the responsibility of every staff member to be familiar with Health Service-wide and specific Department Policies & Protocols
Person Centered Care:	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.

	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.
Child Safety:	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. SHDH have zero tolerance to child abuse. Each employee has a responsibility to adhere to this requirement. Any breach of this standard will result in disciplinary action.
Our Purpose:	**Connected Care / Best Experience** 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.
Privacy and Confidentiality:	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. 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.
Mandatory Training:	All employees must be aware of and complete designated mandatory training within the required time frame.
Safety:	**RESPONSIBILITIES: It is the responsibility of every staff member to:** • Take reasonable care for their safety and the safety of others while at work. • Report accidents, incidents and potential hazards as soon as reasonably practicable to their supervisor and record on VHIMS reporting system. • Advise their supervisor if they have an injury or illness that may affect their ability to perform the inherent requirements of their position. • Be familiar with emergency and evacuation procedures as detailed in the Emergency Procedures Manual. • Complete all Mandatory training requirements as identified and directed. • Comply with the Occupational Health and Safety Act and all SHDH O.H. & S. online Policies and Procedures.
Review:	Completion of My Work Plan on a yearly basis.
Previous Revision dates: **Current:**	January 2019, June 2021 February 2023
Managers Name:	Jamie Garahy
Managers Signature:	
Employees Name:	

Employees Signature:	

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APPLICATION FOR EMPLOYMENT FORM

(To be attached to application)

The Application for Employment form is required to be submitted with the following documents:

- ☐ Covering letter in support of application
- ☐ Response to Key Selection Criteria
- ☐ Applicants Curriculum Vitae

Position Applying for	

General Information

Name			
Address			
Contact	**Home phone**	**Mobile**	**Email**

Are you of Aboriginal/Torres Strait Islander Origin? ☐ No ☐ Aboriginal ☐ Torres Strait Islander

(This question is voluntary)

Do you wish to be identified under this category? ☐ Yes ☐ No

Are you an Australian Citizen or Permanent Resident? ☐ Yes ☐ No Date of Grant _____

If no, what is your current Visa Status – Visa type _____ Expiry date _____

Place/Country of issue: _____ Issue Number: _____

Do you require sponsorship? ☐ Yes ☐ No

Conditions of Employment

Employment conditions are governed by the relevant Public Sector Health Industry Awards and EBAs relevant to the position applied for:

Initial employment is subject to:

- 6 months' probationary period (*with a review at 3 months.)*
- Requirement to work any shift
- Requirement to work in any department as required

Hours of Work – _____ (Availability)

Discipline/Misconduct

Have you experienced discipline or misconduct action at any previous employment? ☐ Yes ☐ No

If **Yes**, please provide details:

Police and Working with Children Checks

Satisfactory Police Checks, and in some areas, Working with Children Checks are mandatory at the point of employment.

If you have a current Police Check and/or Working with Children Check, please show the check identifying numbers and the date of issue: _____

Upon engagement, you will be required to provide the necessary information to complete a Check. Please note that it is a condition of employment that you maintain a current satisfactory Police Check and, if required, Working with Children Check.

Pre-existing Health and Injury Declaration

Swan Hill District Health (SHDH) is committed to achieving a safe working environment for all employees. As part of this, it is our objective to ensure potential employees are not required to work in duties that they are not able to perform safely. As part of the application process for employment with SHDH, we request you to disclose any pre-existing injury or disease which may be adversely affected by the performance of the inherent requirements of the position you have applied for – as described in the Position Description for the position.

Pursuant to S.41 (1) and (2) of the *Workplace Injury Rehabilitation and Compensation Act 2013,* you are required to disclose to SHDH any pre-existing injury or disease that you have suffered of which you are aware, and could reasonably be expected to foresee, could be affected by the nature of this proposed employment.

Failure to make a disclosure, or the making of a false or misleading disclosure, would disentitle you to compensation pursuant to the *Workplace Injury Rehabilitation and Compensation Act 2013* should you suffer any reoccurrence, aggravation, acceleration, exacerbation or deterioration of your pre-existing injury or disease arising out of, or in the course of, or due to the nature of with SHDH. SHDH will rely upon any failure to disclose in accordance with the provisions of the *Workplace Injury Rehabilitation and Compensation Act 2013* as grounds for denying compensation in accordance with S.41 (1) and (2).

Should any alteration, change or rearrangement be necessary to enable you to carry out the inherent requirements of the position, we also request that you disclose these requirements. SHDH is an equal opportunity employer and will arrange any reasonable adjustment to enable a person with a disability to perform the inherent requirements of the position and therefore compete equally with other applicants for this position. Please disclose in the place below any pre-existing injury or diseases that you suffer from, or have suffered from, which could be affected by the nature of your proposed employment with Swan Hill District Health.

Disclosure advice: - (to be completed by the applicant)

I confirm that I have read and understood the contents of the above information and state that I have disclosed all relevant information in relation to my health and physical ability to carry out the inherent requirements of this position.

Signature of applicant: _____ **Date:**

NOTE: If providing this form electronically, you accept that the information is true and correct by the action of submitting the form. You will be requested to sign the printed version at your interview if you are selected.

Enquiries:
Email address: employment@shdh.org.au
Phone: 03 50339315
Postal Address: PO Box 483 SWAN HILL VIC 3585