

POSITION DESCRIPTION

TITLE:	Lifestyle Assistant
BUSINESS UNIT/DEPARTMENT:	Aged City Living
TYPE OF EMPLOYMENT:	Part-time
EFFECTIVE DATE:	February 2023
REPORTING RELATIONSHIP:	Team Leader Aged City Living

OVERVIEW

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Hutt St Centre's vision is an end to homelessness. Our mission is to advocate with and empower people at risk of or experiencing homelessness, supporting them to rebuild their lives on their pathway to homefulness.

Your Purpose

Reporting to the Team Leader Aged City Living, The Lifestyle Assistant will work with the Lifestyle coordinator to organize and facilitate centre and community-based leisure and recreation activities and support for vulnerable people 50 years and over, and Aboriginal and Torres Strait Islander people 45 years and over.

The aim is to maintain, improve and develop healthy, positive life outcomes enhancing a sense of belonging, personal achievement and overall wellbeing. In addition, this role will ensure that clients are supported to be independent and receive the support they may need to live healthy, active and fulfilling lives.

AUTHORITY TO ACT

Staff will support and operate within:

- Hutt St Centre Vision, Mission, Organisational Values and Strategic Plan.
 - Hutt St Centre policies, procedures, guidelines, Code of Conduct and Practice Framework.
 - Defined limits of delegated authority.
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KEY DUTIES

- Assist the Lifestyle Coordinator in developing, implementing and facilitating programs that support clients to meet personal goals and assist in achieving program objectives.
- Liaise, develop partnerships and encourage collaborative working relationships with Hutt Street Centre programs, agencies, community groups and organisations that deliver social, recreational and occupational services, to deliver the most effective plan to meet clients' needs.
- Supporting clients at group activities and outings.
- Regularly consult with the Lifestyle Coordinator to assess a client's situation and progress.
- Provide support and insights to the Lifestyle Coordinator and ACL Case Managers to ensure that the support offered is reviewed and client needs are met according to the support plan.

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- Ensure stringent confidential and accurate client files are kept and all client information is recorded and processed within a timely manner.
 - Assist clients to maintain their links to relevant HSC programs, outreach services and community agencies as required.
 - Engage with clients in a respectful manner ensuring the values and principles of the Hutt Street Centre are always at the forefront of services and programs developed.
 - Keep appropriate records and receipts for all purchases made as part of the program.
 - Ensure work notes are updated monthly and outputs are entered on to Penelope database.
 - Assist in the development and achievement of team and organisational goals by participating in team meetings, program planning, client reviews and outcome evaluations.
 - Acquire information and knowledge about the resources and services available for older people.
 - Other duties as reasonably required.
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PERSONAL DEVELOPMENT

- Actively attend and participate professional development opportunities as required
 - Participate and actively contribute to Hutt St Centre development activities including completion of Hutt St Centre induction modules.
 - Actively contribute and participate in the yearly performance appraisal process.
 - Attend essential training such as Child Safe Environments Training and Cultural Awareness Training.
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WORK, HEALTH AND SAFETY

- Comply with all policies, procedures and instructions in relation to work, health and safety (WHS).
 - Keep your work area free of hazards and follow all reasonable directions by your Manager.
 - Record all hazards or incidents within the WHS Portal and report them to your supervisor as soon as reasonably possible.
 - Act as a role model to other staff and volunteers by demonstrating safe work conduct, ensuring reasonable care that your actions or lack of action does not adversely affect others.
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EDUCATION/QUALIFICATIONS

- Certificate 4 in Lifestyle and Leisure (or equivalent), or a Diploma or Bachelor of Diversional Therapy is essential for this role.

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OTHER REQUIREMENTS

- Maintain a satisfactory National Police Clearance (NPC).
- Maintain a satisfactory Department of Human Services (DHS) Working with Children Check.
- Unrestricted Driver's License.
- Valid work rights.

KNOWLEDGE & SKILLS

Essential knowledge, skills and experience

- Demonstrated ability to manage and organise time, and resources and allocate priorities to ensure effective service delivery.
- An understanding of the ageing process and needs for older people, with a focus on a client centric approach.
- Ability to work positively and effectively with clients, staff and volunteers.
- Demonstrated empathy and the ability to sensitively build confidential and constructive relationships with a diverse range of marginalised and highly vulnerable older people including those from Aboriginal, Torres Strait Islander and Non English-speaking backgrounds.
- Demonstrated ability to facilitate lifestyle and health activities and support whilst fulfilling the reporting requirements of the position and contributing to program development.
- Ability to contribute to a team environment, work autonomously to meet deadlines and display flexibility in response to changing priorities.
- Sound level of written and verbal communication skills and interpersonal skills including the ability to liaise, negotiate, advocate and resolve conflicts.
- Experience in and understanding of outreach service provision in health and community services including knowledge of the Home Care Common Standards, and broader human services networks in South Australia.
- Ability to build trust and rapport, share knowledge and skills to promote and maintain good working relationships with colleagues.

Desirable knowledge, skills and experience

- Knowledge of the particular needs of the older homeless population including housing, community support, mental health issues, chronic health issues, drug and alcohol misuse, financial stress and grief and loss issues
- Experience using Penelope database is highly regarded, or similar CMS databases.

Other Requirements:

- Some out of hours work may be required.



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I have read, understood and agree to the requirements outlined in this position description.

Name

Signature

Date