

This document is effective from 16/4/19

Staff Name :

Position Title	Social Support Activities Worker
Responsible to	Manager Social Support or Senior Manager Social Support and Transport

Selection Criteria:

The required skills and knowledge for this position are:

- Genuine interest in working with ageing clients from Culturally and Linguistically Diverse (CaLD) and/or LGBTI backgrounds.
- Ability to work as a member of a team as well as independently.
- Understand Umbrella’s purpose and mission.
- Ability to work with clients in a group setting or individually.
- Prepared to learn about the Aged Care Quality Standards and Umbrella’s policies and procedures.
- Good written, oral and communication skills.
- Being fluent in another language other than English is desirable.
- A current and valid national police clearance (obtained in the past 3 months).
- A current and valid first aid certificate within the last 3 years.
- A medical clearance valid for 2 years

Additional Selection criteria for Social Support Driver (Bus Driver) position

- LR license and clean driving record with no pending penalties.
- Knowledge of the Perth metropolitan area.

Scope:

The efficient and safe delivery of home and community-based services to Umbrella clients at various locations throughout the metropolitan area (including client’s home).

To provide an environment that is safe, supportive, welcoming and meaningful to clients.

The key duties, expected outputs and outcomes for this position **may include:**

SOCIAL SUPPORT – GROUP ACTIVITIES

Duties	Frequency
<ul style="list-style-type: none"> Engage and support the client in their day to day social support activities. Actively take part in the social support activities. Assist client in being active and mobile at other venues or in the Umbrella premises. Assist with the delivery of meals/lunches during the activities Follow directions as given by the social support supervisors, coordinators or managers regarding the support requirements of the client. Assist with the tidying and cleaning required during and after activities at Umbrella premises Other duties as directed by the social support supervisor’s coordinators or management. 	As per care plan or as required.

ALL POSITIONS

<p>Client health and Well-Being</p> <ul style="list-style-type: none"> Monitor client’s health and well-being. Notify supervisor, coordinator or management of any change in the client’s health or welfare. Identify opportunities to improve client’s well-being. Apply Wellness based principles in all duties. 	As per care plan or as required.
<p>Administration</p> <p>Social Support Programs</p> <ul style="list-style-type: none"> Collect client fees and receipt client fees under direction from supervisor Complete “fee collection” form and give to Manager or Senior Manager of social support programs Complete timesheets, mileage forms and submit to the Manager or Senior Manager of Social Support programs for authorisation every pay fortnight 	Regularly and as per Program requirements or as directed by Program Managers .
<p>Other Duties</p> <ul style="list-style-type: none"> Promote safe working environment and work within OSH guidelines. Promote positive aging, dignity, independence and wellness principles in all activities and programs. 	Regularly and as per Program requirements or as directed by



UMBRELLA Multicultural Community Care Services Inc Social Support Activities Worker Position Description

<ul style="list-style-type: none"> • Support other staff and volunteers in aspects and duties. • Attend a minimum of 3 of the 5 support workers staff meetings scheduled in a calendar year. A calendar year is January – December of any given year. • Participate in Umbrella’s mandatory training 3 times a year. • Attend an annual appraisal meeting with management. • Adhere to Umbrella Policies and Procedures. • Maintain client and organisational confidentiality. • Other duties as required or directed that contribute to the delivery of services of the organisation. 	<p>Program Managers.</p>
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Staff Signature: _____ Date: _____

CEO Signature _____ Date: _____