

POSITION DESCRIPTION

THE ORGANISATION



ROLE:	Recreation Services Coordinator	TEAM:	Recreation Services
SUPERVISOR:	Team Leader, Recreation Services	DATE REVIEWED:	September 2022
<p>ABOUT INTERCHANGE OUTER EAST:</p> <p>We support families. Family wellbeing has always been and will always be at the core of everything we do. This means building strong relationships between families and our team, underpinned by listening and trust.</p> <p>We engage and empower children and young people with disabilities. We operate within a human rights framework that respects the dignity of all individuals. For us and our community, this is about children and young people having opportunities to deepen relationships, have fun, develop skills, enhance health and wellbeing, and build independence.</p> <p>We build inclusive communities. We value our Interchange Outer East community and encourage everyone to make a contribution. This builds inclusive, cohesive, and equitable communities. Our community includes a range of people, such as families, children and young people, our team of staff and volunteer, partners, and other community members.</p>			
EMPLOYEE PURPOSE	<ul style="list-style-type: none"> Be family focussed Uphold human rights Participate and encourage an inclusive community Develop trust with all in the IOE community Contribute to a safe and fun environment Build a great community Educate – Sharing Knowledge Create opportunities Create choices Assist families and individuals Make connections Embrace change Timely and open communication Ensure sustainability Have fun 	AIM OF ROLE	<p>To work with participants and their families to develop recreational opportunities that meet their needs, interests, and aspirations.</p> <p>Recreation services provide participants, and at times their families access to group-based activities within the community. Activities range from day/ night activities, weekends away, school holiday camps and activities, after school/ work programs and both interstate and overseas holidays.</p>
JOB SUMMARY	<p>The recreation coordinator will focus on the design, development and service delivery of fun and inclusive opportunities, choices and experiences for people living with disability, focusing on providing support to individuals and their families that meet their goals and have positive outcomes. This includes providing the daily coordination of programs; conducting all aspects of planning, allocation of activities, complete all tasks required to provide a high standard of service delivery, complete follow up and future program development. Supervision and development of recreation leaders and volunteers; provide mentoring by leading some activities. As well as the management of performance concerns, incidents and or complaints.</p>		

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<p>KEY OUTCOMES</p>	<ol style="list-style-type: none"> 1. Providing a range of quality respite care and support services to families of people with disabilities. 2. Providing a range of quality recreation, social, and life skill services to people with a disability. 3. Providing a range of opportunities for involvement by all people in the community. 4. Have a clear understanding of the NDIS. 5. Work as a part of a team which is committed to the use of person-centred thinking and practices. 6. Demonstrate an understanding of disability and the challenges presented to individuals and families, particularly in terms of human rights, community contribution and valued status. 7. Work in line with relevant acts and frameworks e.g. Disability Act 2007, NDIS Quality Standards. 8. Understand the Charter of Human Rights. 9. Use work practices that respect all individuals within the Interchange Outer East community. 10. Promote positive practices within the workplace. 11. Role model best practice, encourage other staff to do the same, facilitate and monitor the implementation of this process. 12. Work within Interchange Outer East as a whole agency and within its strategic plan. 13. Work collaboratively with other programs within Interchange Outer East towards a common goal and purpose. 14. Work collaboratively with external service providers and NDIA to ensure a consistent approach is taken in meeting participants' needs. 15. Ensure that IOE actively contribute to community education and inclusion through a human rights framework. 16. Open communication with families, support workers and volunteers to ensure positive outcomes can be achieved.
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THE RESPONSIBILITIES

<p>CORE CAPABILITIES & EXPECTED BEHAVIOURS</p> <div> <div> <p>Service Delivery</p> <ul style="list-style-type: none"> • Gather feedback from participants, families, volunteers and recreation leaders to assist in creating an activity plan. • Book activities and camps whilst meeting financial guidelines. • Evaluate each activity using feedback from staff, participants and their families. • Allocate participants to activities taking into consideration group dynamics, support needs and family preference. • Meet targets set by Interchange Outer East and external funding bodies. • Attend recreation camps and day activities. • Develop service agreements and create service bookings with preferred providers. </div> <div> <p>Staff Support</p> <ul style="list-style-type: none"> • Contribute to maintaining a productive and harmonious team. • Treat colleagues with respect and dignity. • Support your fellow team members to work well and achieve desired outcomes. </div> </div> <div> <p>Administration</p> <ul style="list-style-type: none"> • Develop and maintain good record keeping practices including but not limited to individual plans and updates, case notes, meeting notes. • Develop and complete medication sheets. • Ensure that all restrictive practices are recorded and reported in line with current legislation. • Complete a timesheet fortnightly. • Consult with line management regarding any changes to your working hours and leave. • Complete a leave application when required. <p>Training</p> <ul style="list-style-type: none"> • To participate in ongoing training and skills development. • Attend Interchange Outer East induction. • When required, undertake sessions in: <ul style="list-style-type: none"> ○ Position induction ○ Human rights ○ Developing support information, communication support plans and personal plans. ○ Positive behaviour support. </div>		<p>KEY SELECTION CRITERIA</p> <ul style="list-style-type: none"> ▪ Belief that all people with a disability contribute to the community. ▪ Capacity for high levels of independence and autonomy. ▪ Work within a team-based approach. ▪ To understand and advocate the right of every individual to have access to some form of communication, which allows them freedom of expression and the ability to have choices and power over their own lives. ▪ Clear and effective communication skills, meeting the needs of people from various backgrounds and skill levels. ▪ Commitment to learn and develop skills. ▪ A focus on developing solutions to issues that arise through work practices. ▪ Being able to effectively handle interpersonal and work management pressures in a professional and positive manner. ▪ Ability to manage and address conflict. ▪ Ability to work within an environment of information systems and processes. <p>KEY RELATIONSHIPS AND INTERACTIONS</p> <p>Recreation Leader, Support Worker and Volunteer Support</p> <ul style="list-style-type: none"> • Support recreation leaders, support workers and volunteers by providing information, resources, guidance, and direction to allow for successful outcomes on activities. • Provide opportunity for recreation leaders, support workers and volunteers to contribute to the planning of the activities where appropriate.
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<ul style="list-style-type: none"> • Be honest and open and communicate any concerns regarding individual's needs, work practices or working conditions to line management. <p>Quality and growth of the service</p> <ul style="list-style-type: none"> • Provide opportunities for individuals, families, and volunteers of Interchange Outer East to have input into service development. • Regularly examine the service with a view to making improvements, changes & innovations. • Develop objectives and measurable outcomes for programs. • Monitor and report on service quality based on both the quality framework and agency perspective. • Provide written reports for newsletters, reports to funding bodies and publications as required. • Attend and contribute to network meetings and working groups that will contribute to the program's development and/or Interchange Outer East as a whole. • Advise and discuss with the team leader potential areas of growth for specific programs and of the agency as a whole. • Provide accurate acquittal of IOE expenditure. • Maintain a healthy and safe workplace and environment for all, including the cleaning up of areas used. 	<ul style="list-style-type: none"> ○ What are restrictive practices and how to reduce these practices. ○ Responsibilities to meet legislative requirements specifically around restrictive practices. ○ Volunteer support training. <p>IOE Responsibilities</p> <ul style="list-style-type: none"> • Participate in team meetings. • Report to line management upon request. • Abide by the policy and procedures and code of conducts of Interchange Outer East. • Attend and contribute at staff meetings, training and other relevant meetings. • Involvement in formal and informal planning and evaluation processes for relevant programs and the agency as a whole. • Working knowledge of Microsoft Office programs. • It is preferred that the employee hold a current Victorian driver's licence. • Be available to participate in camps and holidays where required. • Be a part of an 'on call' roster periodically throughout the year to support individuals, families and support staff out of office hours. 	<ul style="list-style-type: none"> • Respond to issues arising from staff conduct or to conflict between parties in consultation with the team leader of Recreation Services Team. • Recruit and train staff experienced in community inclusion. • Monitor casual recreation leaders, support workers and volunteer timesheets. • Where appropriate, promote Interchange Outer East and specific programs to external agencies, prospective volunteers, individuals and families. • Provide positive and constructive feedback and nurturing to rec leaders, support staff and volunteers. <p>Individual and Family Support:</p> <ul style="list-style-type: none"> • Treat all individuals with respect and dignity. • Contribute to learning about individuals including communication strategies. • Ensure families and individuals have access to information about their rights and responsibilities including human rights and restrictive practices. • Work with families to develop an understanding of positive behaviour support. • Liaise with families to develop and maintain up to date and relevant support information for individuals. • Where necessary contribute, develop, and maintain communication support plans (behaviour support plans), focusing on positive behaviour support and the least restrictive alternative. • Actively work with families who request restrictive practices to ensure the least restrictive options are implemented within current legislative requirements. • Model good working practices to staff/volunteers when working with participants and families. • Where necessary contribute, develop, and maintain individual plans, ensuring plans are implemented. <p>QUALIFICATIONS AND PROFESSIONAL MEMBERSHIPS</p> <ul style="list-style-type: none"> ▪ A minimum Certificate III qualification, or equivalent proven experience, in a related field.
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