



livin' well

16 December 2021

**RE: POSITION VACANT
LIFESTYLE SUPPORT WORKER – ALL ROUNDER
(PERMANENT FULL TIME)**

Thank you for your expression of interest in the position of Lifestyle Support Worker in Liberty's Group Social Program (Leisure and Lifestyle). We are very excited to have the opportunity to introduce a new position into our team.

Liberty Community Connect supports people to live a life of their choice, providing a vast array of services to more than 600 clients/participants ~ the elderly and adults who live with a disability ~ throughout the Gold Coast region. We are proudly an independent service provider making a positive difference by promoting client independence, providing quality care and flexible services that respect the individual. Please refer to our website www.libertycommunity.org.au for more information on *Us*.

Applications can be submitted via the "Apply Now" link on the Seek advertisement. Alternatively, enquiries and applications can be forwarded to ruth@libertycommunity.org.au. When submitting your application please include your current Resume and a cover letter highlighting how your skills and experience align with the duties of the Position.

Applications will close once a suitable candidate/s is found.

Good luck on your application!

Yours sincerely,

Ruth Clark
Services/Admin Supervisor

Liberty Community Connect Inc.

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**LIFESTYLE SUPPORT WORKER (ALL ROUNDER)
PERMANENT FULL TIME
PRIMARY ROLE and PURPOSE**

"Supporting people to live a life of their choice."

The role is responsible for assisting people who are elderly, adults with a disability and/or their carers by delivering innovative high quality support services in both our Leisure and Lifestyle group social programs and in our Home and Community team (i.e. domestic assistance, social support/connection, personal care and/or respite). Duties will complement Liberty's approach that services and support will offer choice and flexibility ensuring that individual needs and goals are met with a vision of health and wellness.

KEY SELECTION CRITERIA

Essential

As per the Position Description Clause 2. of the Position Description.

Desirable

1. Ability to cook for groups;
2. Certificate IV in Leisure and Health;
3. Experience driving a Mercedes Sprinter with a trailer,
4. Light Rigid (LR) drivers licence in the state of residency;
5. Experience in working in a community organisation that provides services for people that are elderly, adults with a disability and their carers; and
6. Sound knowledge of the Gold Coast region and the local community services sector.

Personal Attributes & Qualities

1. Strong work ethics;
2. Attention to detail and accuracy;
3. Professional presentation;
4. Positive and professional attitude;
5. Client and community focus; and
6. Works effectively in a team;
7. Flexible and adaptable.

Position title	Lifestyle Support Worker (All Rounder)		
Classification	Liberty Community Connect EA - Schedule A – Level 2 - 3 (dependent on qualifications and needs of Liberty)	Last reviewed	December 2021
Tenure	Permanent Full Time	Location	Gold Coast
Team Leader	Leisure and Lifestyle / Compliance Officer Senior Lifestyle Support Worker/s	Supervisor	Services/Admin Supervisor
Authorised/ signed by			
	Chief Executive Officer		

1. QUALIFICATIONS and EXPERIENCE

- 1.1 Minimum Certificate III in aged/disability/community services/individual support;
- 1.2 Expertise and competency sufficient to undertake the range of duties required;
- 1.3 Relevant experience in aged/disability/community care;
- 1.3.1 Sound basic level of computer skills.
- 1.4 Demonstrated high level of ability to interact, motivate, inspire and support people who are elderly and/or adults with a disability to meet their goals.

2. CONDITIONS of EMPLOYMENT

- 2.1 NDIS Worker clearance – required prior to commencing any paid work;
- 2.2 Required number of Covid-19 Vaccinations;
- 2.3 CPR and First Aid Certificates;
- 2.4 Driver's Licence in State of residency;
- 2.5 Reliable and comprehensively insured vehicle;
- 2.6 Demonstrated competence in the duties listed or ability to acquire competence;
- 2.7 Smart phone compatible with our rostering software (Procura); and
- 2.8 Physical capacity to perform the duties of the position as required.

3. HOURS of EMPLOYMENT

- 3.1 As agreed between Monday, Tuesday, Thursday Friday, 8.00am – 4:00 pm and Wednesday 8:00 am – 4:30 pm (flexible to meet the needs of Liberty and within the requirements of the Liberty Community Connect Enterprise Agreement - 2017).

4. KEY ACCOUNTABILITIES and DUTIES

4.1 Section 1 – Duties / Skills

Leisure and Lifestyle Duties :

- 4.1.1 Under the leadership of the Senior Lifestyle Support Worker/s and in conjunction with the Leisure and Lifestyle team assist in the planning and delivery of creative, innovative and stimulating daily group and/or individual activities that offer client choice, provides motivation, meets individual needs and that are within budget both at Liberty's Centre in Nerang and in parks and venues around the Gold Coast;
- 4.1.2 Transport clients to and from leisure and lifestyle activities while ensuring their safety, comfort and individual needs are met, including transporting in clients in a Hiace and Mercedes Sprinter.
- 4.1.3 Ensure that necessary preparations for daily activities are completed, e.g. basic meal preparation, decorate centre, pack/unpack eskies and vehicles, source necessary resources;
- 4.1.4 Ensure that the centre is cleaned to meet organisational standards at the end of each day; and
- 4.1.5 Support clients as appropriate to meet their goals in accordance with their individual care plans – eg activities and interests, meals, personal hygiene and mobility;

Home and Community

- 4.1.6 Maximise client's independence by performing duties in the client's home as described in their Support/Care Plan, including domestic assistance, personal care, respite and social support;
- 4.1.7 Transport clients ensuring individual needs are met while providing a high level of safety and comfort;
- 4.1.8 Build on client's strengths, capacity and goals to enable them to remain safely in their own home;

Other Duties:

- 4.1.9 Complete documentation and reports in a timely and effective manner;
- 4.1.10 Run errands;
- 4.1.11 Venue audits;
- 4.1.12 Food preparation;
- 4.1.13 Support and delegate to volunteers as appropriate;
- 4.1.14 Demonstrated high level of skills in:
 - Observing and identifying the changing needs of clients
 - Customer service
 - Problem solving, negotiation and decision making
 - Time management and organisation, and
 - Working autonomously and/or as an effective part of a team; and
- 4.1.15 Other duties as directed by the Leisure and Lifestyle/Compliance Officer, Senior Lifestyle Support Worker/s and/or Leadership Team.

4.2 Section 2 - Client Relations

- 4.2.1 Utilise every opportunity to promote each client's highest level of involvement in daily activities;
- 4.2.2 Establish and maintain a professional relationship with clients;
- 4.2.3 Demonstrate commitment to ensuring clients are an active participant, rather than a passive recipient of services;
- 4.2.4 Respect clients and carers rights to privacy, confidentiality and individuality and ensure these rights are followed in line with organisational requirements; and
- 4.2.5 Be client focused, with a good understanding of the role and responsibilities in meeting the needs of clients and their carers in delivering services, support, opportunities and choice.

4.3 Section 3 – Communication

- 4.3.1 Liaise effectively with clients, carers, volunteers, staff, management, and all contacts of Liberty;
- 4.3.2 High level of demonstrated communication skills – both written and oral; and
- 4.3.3 Constructively manage and resolve conflict.

4.4 Section 4 – Organisational Requirements

- 4.4.1 Report to the Leadership Team, or delegate, as required;
- 4.4.2 Adhere to the Mission, Vision and Values of Liberty Community Connect and its policies, procedures, operational processes, position description, Code of Conduct/Confidentiality Agreement, Dress Code and Enterprise Agreement;
- 4.4.3 Demonstrated understanding of the purpose and standard of services delivered by Liberty;
- 4.4.4 Ensure quality service provision, actively participating in the continuous quality improvement process;
- 4.4.5 Complete all forms, records and documentation in a timely and effective manner;
- 4.4.6 Act promptly on any, accidents, problems with service delivery, or changes in client/carer health or circumstances, reporting as necessary to the Leisure and Lifestyle/Compliance Officer and/or Services/Admin Supervisor;
- 4.4.7 Obtain emergency help or administer first aid when required;
- 4.4.8 As appropriate, promote the services of Liberty;
- 4.4.9 Attend and contribute to meetings and training as required; and
- 4.4.10 Abide by:
 - WH&S procedures and exercise appropriate duty of care to ensure a safe working environment is maintained,
 - Fire safety, evacuation, manual handling techniques and other emergency procedures, and
 - Infection control, food safety, safe food handling and hygiene practices; and

ACKNOWLEDGEMENT by EMPLOYEE / WITNESSED by SUPERVISOR

I understand and accept the role, responsibilities and duties of the position:

Employee (print name):

Signed

Date

Supervisor / Witness (print name):

Signed

Date