

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

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

Client health and Well-Being	Frequency
<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.
Administration	Frequency
<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.

Other Duties	Frequency
<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. • 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>Regularly and as per Program requirements or as directed by Program Managers.</p>

Position description agreed by employee

Name:	
Signature:	
Date:	