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| 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

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| Name: | |
| Signature: | |
| Date: | |