*Sandybeach Centre is a place where all may participate in learning opportunities, cultural activities and support services to enhance their quality of life.*

Sandybeach Centre is an independent, not-for-profit, community co-operative society, established in 1982. We provide education and support services to people in the Bayside, Kingston and Glen Eira local government areas of Melbourne. We are a hub of educational, social, recreational and cultural activities in the community. Sandybeach Centre is community owned and operated.

**Mandatory:**

The incumbent will be required to have a current police check, a current working with children check and be approved under the Disability Workers Employment Scheme DWES.

Please note a clear DWES is mandatory and must be completed before any staff member can commence (the organisation undertakes the check on completion of a Statutory Declaration from the applicant)

Part A: Organisation values

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| **Organisation values** |
| Sandybeach Centre values are supported by our mission statement:  “Sandybeach Centre is a place where all may participate in learning  opportunities, cultural activities and support services to enhance  their quality of life”.  Sandybeach Centre values are:  **Support** We help people to achieve their goals  **Value** We operate in a financially responsible way  **Learn** We inspire and encourage life-long learning  **Include** We respect and welcome people of all backgrounds and abilities  **Connect** We are connected to our local community  **Enrich** We make a difference in people’s lives  Our commitment to our staff, volunteers and clients is to **make a difference**.  It is expected that the incumbent will model these values through their daily behaviours. |

Specific information to this program/ role:

**FIT ‘N’ FABULOUS!**

This fabulous and fun exercise class is suitable for all fitness levels. It will allow you to work at your own pace and ability to strengthen and tone. Move to music as you build strength, balance and fitness. Enjoy being part of this sociable group that loves to exercise!

(9.15am to 10.15am Tuesdays commencing 14/01/2020)

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| **Role title: REACH Program Leader** | |
| Department: | REACH Department |
| Reporting structure: | Contracts and Program Manager through the REACH  Co-ordinator  Direct reports: support staff and volunteers assigned to program |
| **Position statement** | |
| Program Leaders are responsible for the planning, preparation and delivery of specific REACH programs. The aim of all REACH programs, whether planned activity or respite groups, is to provide high quality, engaging and stimulating programs and activities for eligible people. Programs are delivered within the Active Service Model (ASM) philosophy, which encourages engagement and participation of clients in all aspects of programs, wherever possible.  Program Leaders will promote and facilitate a social atmosphere within their groups, as well as high quality program content.  The client group is determined by the Commonwealth Home Support Program (CHSP), this includes people over 65 years, who are socially isolated, at risk, or who have mobility or other issues which reduce their ability to engage in community life, and who live at home or with family. | |
| **Responsibilities** | |
| * Develop and deliver REACH social support, fitness or special interest programs. * Implement a Person Centred Practice Model approach in delivering programs. * Direct and supervise volunteers and support workers. * Work closely with the bus drivers and jockeys ensuring participants are receiving the right support. * Ensure programs have appropriate resources and materials. * Monitor expenditure of resources and materials for programs. * Ensure that client file notes are added to client files as required. * Communicate any concerns or issues to the REACH Co-ordinator and/or Contracts and Program Manager as appropriate. * Attend relevant team and Centre meetings. * Attend internal and external professional development opportunities. * Complete attendance records. * Work closely with volunteers, providing direction and support in relation to the program. * Undertake other activities as required. | |

Part B: Position specification

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| **Delegations, authority levels and decision making** |
| The program leader is authorised to expend approved funds for resources, as agreed with the Reach Co-ordinator / Contracts and Program Manager.  The Program leader will work with and direct the activities of the support worker and volunteers as required. |

Part C: Person specification

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| **Qualifications** |
| Preferred:   * Qualifications complementary to program area (e.g. performing arts, art, fitness, etc.) * Other relevant qualifications (Certificates in Aged Care, Lifestyle and Leisure, Art Therapy, Physiotherapy, Occupational Therapy, Social Welfare, etc.) * Current full Victorian Driver License preferred. |
| **Key knowledge areas** |
| * Current aged care philosophy and best practice. * Principles of person led practice. * Understanding of the requirements of the funding programs as they relate to program delivery. * Specific knowledge, relevant to program being delivered. |

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| **Personal attributes** |
| * Prioritises needs of clients. * Generates options and ideas. * Works with others to achieve a common goal. * Manages own time to achieve key outcomes. * Values diversity as a strength and positively utilises diversity. |
| **Experience** |
| * Experience in supporting people with specific needs. * Demonstrated skills in relevant program area, where required. * Demonstrated organisational skills (e.g. in running groups or programs) * Excellent networking skills. |

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| **Key result areas/job outcomes** |
| * High quality programs delivered to all clients. * Evidence of client input, engagement and participation with all aspects of the program. * Client file notes kept up to date. * Reporting of any health or wellbeing concerns for clients. * Involvement in REACH team meetings, professional development and planning. * Engagement with and support to volunteers and support staff. |

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| **Terms and Conditions of Employment** |
| * Employment is conditional to Sandybeach enrolling a viable number of students. * Employer Superannuation in accordance with the Superannuation Guarantee Act. * Hourly rate is the amount specified in your contract. * All employees of Sandybeach Community Co-operative Society Ltd are bound by the policies and procedures of the organisation. * This Agreement shall be terminated by either party notifying the other in writing. |

Signed

Staff Member: Date:

Manager: Date: