



St. Bartholomew's House
Reconnecting lives.

EMPLOYMENT OPPORTUNITY

ACTIVITIES OFFICER

Fixed Term Part Time 45.6 hrs/fortnight—until 30 June 2018

Crisis & Transitional

Level 3 (commencing salary \$53,865 p/a pro rata plus shift loadings)

The Crisis & Transitional program provides accommodation for men aged over 18 who are experiencing or at risk of homelessness. We work to assist residents in developing living skills, setting goals and actions to work towards and provide support, with the aim to achieve independence and the ability to access stable long term housing.

This Opportunity

The Crisis & Transitional (C & T) program is looking for a suitably qualified and experienced person to join our team on a part time fixed term basis. We are looking for someone who has demonstrated experience working with disadvantaged people and who embraces our values of *empowerment, innovation, commitment, collaboration* and *social justice* in their approach to their work.

The Activities Officer will take an innovative approach to developing a program of activities for our residents. They will collaborate with residents, staff and external stakeholders. They will aim to empower and build the capacity of our clients through the provision of opportunities for skills development, recreation and social engagement.

The successful applicant should understand the importance of continuous improvement. They will be able to keep appropriate records and evaluate the effectiveness of various activities. The successful applicant will be an excellent communicator and will have the ability to build rapport and engage with residents.

This is an exciting opportunity to join our team. The successful applicant will need to be available to work a range of hours which will include weekday afternoon and Saturday shifts.

What We Offer

As an employee of St Bart's we offer a supportive working environment and a competitive salary as well as access to attractive salary sacrifice benefits. Professional development is encouraged and all staff have access to a comprehensive in-house training program.

How to Apply

Please visit www.stbarts.org.au/employment and review the Job Description for this vacancy. In order to apply, please submit:

- Completed Job Application Form (on our website)
- Resume
- Statement Addressing Job Criteria (criteria are listed in the Job Description)

Applications should be emailed to Jakky Keenan hadmin.officer@stbarts.org.au

More Information

For queries about applying please contact

Jakky Keenan hadmin.officer@stbarts.org.au or 9323 5174

Edel O'Neill Coordinator.HTSS@stbarts.org.au or 9323 5104

Applications close 5pm Wednesday 14th February 2018



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JOB DESCRIPTION

Job Title:	Activities Officer
Area of work:	Crisis and Transitional
Location:	7 Lime St, East Perth WA 6004
Reports to:	Coordinator Crisis & Transitional
Relationships:	Reports to: Coordinator Crisis & Transitional Liaises with: Coordinator Crisis & Transitional, Crisis Team Leader, Case Managers and Support Workers, Volunteer Coordinator, Volunteers

Organisation

St Bartholomew's House helps people who are homeless or at risk of homelessness achieve positive life outcomes.

Our Values

Our values are the guiding principles that drive and support our Mission. They shape the way we approach our work and provide the underlying framework for our decision making and the services and programs we offer.

Empowerment

We create a community where everyone believes they have the ability to make a difference.

Innovation

We foster an environment where creativity thrives.

Commitment

We have the courage and determination to make it happen.

Collaboration

We work together to achieve shared goals.

Social Justice

We believe everyone has a right to equitable treatment, dignity and compassion.

The Crisis & Transitional Service

The Crisis & Transitional program provides accommodation for men aged over 18 who are experiencing or at risk of homelessness. We work to assist residents in developing living skills, setting goals and actions to work towards and provide support, with the aim to achieve independence and the ability to access stable long term housing.

Position Description

The Activities Officer is responsible for coordinating and facilitating a structured activities program to provide opportunities for skills development and recreation for our residents.

Job Criteria:

- Minimum Certificate IV in community services or similar area
- Experience working with disadvantaged client groups and understanding of issues related to homelessness and clients with complex needs
- Demonstrated experience planning and implementing activity programs to meet the needs of a diverse client group
- Demonstrated ability to review program effectiveness and use for continuous improvement
- Demonstrated ability to liaise with a range of stakeholders in the organisation of events
- Strong communication skills and ability to use Microsoft Office
- Current valid WA Drivers Licence (Class C)
- Applied First Aid Certificate (with at least four months validity)
- Current police clearance certificate not more than three months old

Example of key duties

- Complete Risk Assessments for scheduled activities
- Liaise with external organisations to promote opportunities for outside interests and interaction with the community.
- Provision of emotional support and guidance to clients
- Organising and implementing activities and educational programs
- Evaluation of activities through feedback to identify opportunities for improvement
- Maintain appropriate records and prepare reports on activities undertaken
- Update client information management systems
- Participation in team meetings
- Supervising volunteers involved in activities and events

Examples of skills required

- Good communication skills and ability to engage and motivate clients to take part in activities.
- Awareness for health and safety policies and procedures.
- Conflict resolution.
- Computer literate and strong administration skills.
- Ability to deal with challenging behaviour.
- Ability to work independently and in a team.
- Effective time management.

Other requirements

- Preparedness to work across shifts day/afternoon and weekends
- Additional qualification in drug/alcohol, Mental Health, or leisure is preferable but not essential
- Preparedness to work in other programs within the Accommodation Service.

This document is an accurate statement of the job description of this position.

Signed: Neil Rhatigan

Print Name: Neil Rhatigan

GM Services – November 2017

Employee Declaration

I have read and understood the content of this job description. I acknowledge that I am employed to fulfil this role. I understand that this job description details the skills and capabilities required for the role and that the duties listed are not exhaustive and are provided as examples only.

Signed: _____

Employee Name: _____

Date: _____