

# *The national peak body for camps and associated providers*



## **Position Description**

<b>Role</b>	Camp Leader - Disability Support Worker - NSW
<b>Reporting to</b>	Head of People Outdoors/ Office Staff
<b>Department</b>	People Outdoors
<b>Location</b>	84 Hotham Street, Preston, VIC 3072
<b>Classification</b>	Casual
<b>Date Prepared</b>	August 2023

### **About the Australian Camps Association**

The Not For Profit Australian Camps Association (ACA), the national peak body for camps and associated providers, believes that participating in supported outdoor experiences through camps and adventure activities leads to happier and healthier lives. Our vision is to facilitate 'more people outdoors more often'.

The ACA was formed in 2005/6 when the Camping Association of Victoria merged with the Tasmanian, South Australian and Queensland Associations. Today we provide information, resources, services and training to well over 200 members across Australia.

The Australian Camps Association includes People Outdoors (PO), established in 1989 to provide outdoor recreational activities for people of all ages living with disability. The Australian Camps Association is a registered NDIS service provider accredited with the Quality Tourism Accreditation. Programs include weekend through to four-day camps.

### **Position Overview:**

The role is casual. This role will involve weekend shifts from Friday afternoon to Sunday afternoon. Travel will be required.

### **Job Profile:**

#### **a) Program delivery**

- To be responsible for the delivery of programs that are flexible and ensure outcomes are positive and of high quality.
- Provide high quality, professional and individualised support to campers.

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- Respect and develop professional relationships with campers, using appropriate terminology and creating a safe and comfortable environment.
- Provide physical assistance as required to campers including all aspects of manual handling, lifting, bending, stretching and physical transfers of participants.
- Provide assistance with toileting, showering, meal assistance, medication, grooming, dressing and other tasks as required.
- Assist campers in participating in activities on camp by encouraging and facilitating involvement where possible and practical.
- Report any observations that may affect campers' activities and the running of the programs.
- Report all incidents in accordance with policies to the People Outdoors Office staff.
- Support Camp Coordinator.
- Support, mentor and lead Co-Disability Support Workers and Volunteers/Placement Students.
- Liaise with family members when required.

## **b) Governance tasks**

- Complete all administrative tasks as required to ensure compliance with People Outdoors procedures and any other legislative requirements.
- Participate in risk assessments and report safety concerns to the campsite staff as well as People Outdoors On call Staff.
- Contribute to planning and development of cost-effective programs.
- Promote and support People Outdoors programs.
- Complete any other tasks as directed by the People Outdoors Office Team.

## **Key Performance Indicators:**

- Programs meet campers agreed outcomes and NDIS goals.
- Campers' satisfaction was high as measured by post program survey.
- Campers have been actively encouraged and supported to participate in camp activities of their choice to reach their goals.
- Personal care needs of campers were met.
- All incidents are reported in accordance with policies to families and or On call Staff member.
- Receives positive feedback from Camp Coordinator, Co-Disability Support Workers, and Volunteers.

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## **Core Competencies**

- Collaboration and team work.
- Communication with ACA staff.
- Stakeholder engagement.
- Excellent verbal and written communication skills.

## **Mandatory**

- A minimum of 6 month experience working with people with a disability and participants with behaviours of concern.
- Current First Aid Level 2 and current CPR.
- NDIS Workers Screening Check.
- NDIS Workers Orientation Module.
- Working With Children Check.
- International Police Check (where applicable).
- Full driver licence (if applicable).
- Capacity to work on weekends with overnight shifts.
- Reliable and punctual.
- Ability to work independently and as part of a team.
- Ability to mentor and manage a team on the program.

## **Desirable**

- Cert IV in Disability or higher.
- Manual Handling Certificate.
- Proficient Computer Skills (Home Office).
- Residential camping experience.
- Group leadership experience.

NOTE: This position description is not intended to be all inclusive. The employee may perform other related duties as negotiated to meet the ongoing needs of the organisation.