

## POSITION DETAILS

Position Title:	Group Based Activities Assistant (GBA Assistant)
Division:	Community Services
Reports To:	Group Based Activities Supervisor (GBAS)
Responsible to:	General Manager
Location:	Sydney Metro
Date:	February 2026

## MAIN PURPOSE OF POSITION

The GBA Assistant assists the GBA Coordinator with the operations of the group-based activities in accordance with the current operating guidelines of the Commonwealth Home Support Programme.

## KEY ROLES AND RESPONSIBILITIES

The position is fully accountable for the quality and integrity of the service provided and work performed.

The key roles and responsibilities of the role include:

1. To present oneself for duty in an appropriate manner and dress, and to remain at all times, courteous to the client and their informal networks.
2. To ensure the care provided respects the personal dignity and values of the client at all times.
3. To ensure personal hygiene is of the highest quality to prevent cross infection. Follow standard (universal) precautions at all times.
4. Immediately report all client accidents/incidents to the GBA Coordinator and complete relevant documentation.
5. Immediately report any hazards to the GBA Coordinator.
6. Maintain client confidentiality.
7. To work as an effective team member and adhere to the Co.As.It. code of conduct.
8. Complete all documentation relevant to the position in a timely manner.
9. To attend staff meetings and training as required.
10. To perform other relevant and reasonable tasks as directed by GBA Coordinator and AS-GBA.
11. To work as part of a team to clean up after meals have been served;

12. Assist participants with toileting duties when required and to follow standard (universal) precautions in relation to infection control;
  
13. Consistently apply Co.As.It. policies and procedures in daily work activities and demonstrate understanding of and commitment to EEO, WHS, privacy and confidentiality and to the principles for a culturally diverse society.

## **KEY INTERNAL AND EXTERNAL RELATIONSHIPS**

The GBA Assistant needs to build extensive networks and strong consultative relationships within the organisation.

These relationships include:

- Team Leader – Social Engagement;
- Group Based Activities Supervisor (GBAS);
- Group Based Activities Coordinators;
- Staff across the Group Based Activities team;
- General Manager;
- HR Manager.

## **KEY PERFORMANCE CRITERIA**

### **Broad indicators:**

- To arrive at work on time and to advise manager/supervisor of lateness or absences as soon as practicable;
- To follow all procedures in relation to health and safety and to view the health and safety of others in the workplace as paramount;
- To represent Co.As.It. positively;
- To keep manager/supervisor informed on key issues, including reporting any personal accidents or incidents.

### **Position Specific indicators:**

- Attend staff meetings;
- Attend compulsory training sessions and complete all set core skill training.

**Strategic Plan:**

Further specific key performance indicators will be derived from the strategic plan. These will be set at the commencement of each review period in consultation with the supervisor.

**SKILLS, KNOWLEDGE AND EXPERIENCE REQUIRED**

- Certificate III In Aged Care or equivalent;
- Demonstrated understanding of issues affecting CALD communities in NSW and the impact this has on older people;
- Demonstrated understanding of the challenges faced by people living with dementia;
- Demonstrated experience working in an adult group based setting or in programmes for disabled people.
- Capacity to work both independently and collaboratively in a team environment;
- Demonstrated ability to communicate with a wide range of people both in English and preferably Italian;
- Ability to complete all relevant documentation in a timely manner;
- Capacity to work flexible working hours as negotiated;
- Understanding of and commitment to Work Health and Safety, Equal Employment Opportunity, ethical practices and the Ethnic Affairs Priority Statement.

**VERIFICATION**

This section verifies that the position holder and supervisor have read the above position description and are satisfied that it accurately describes the position.

**POSITION HOLDER**

Signature..... Date.....

**SUPERVISOR**

Signature..... Date.....