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## POSITION DESCRIPTION

**POSITION TITLE** Sessional Outdoor Program Worker

**THE ORGANISATION** Established in 1987, Out Doors Inc (Out Doors) is a community based mental health service providing a range of programs for people at risk or living with a mental health issue and their carers. Its mission is to provide challenging approaches to better mental health by assisting people to get *out the door* and to participate in the life of their community. Further information is provided in Appendices 1 and 2.

**POSITION SUMMARY** The incumbent's main function is to provide outdoor and adventure programs for people with psychiatric disabilities. All activities are undertaken within the parameters of the Out Doors Inc Strategic Plan.

**TENURE** Confirmation of appointment is conditional on a satisfactory police check. Tenure is ongoing, subject to satisfactory completion of a three-month probationary period and continuing funding.

**HOURS** Casual - Monday to Friday. Some weekend work.

**AWARD** The Out Doors Inc. Certified Agreement 2000 in conjunction with Social, Community, Home Care and Disability Services Industry Award.

**CLASSIFICATION** \$36.78 per hour (First \$611.00 per fortnight is tax free)

**REPORTING RELATIONSHIPS** Reports to the Program Coordinator/Trip Leader and in the Program Coordinators absence, to the Program Manager or other person nominated by the Chief Executive Officer.

## Key Result Areas

The role of the sessional outdoor Program Worker is to work directly with individuals and groups experiencing psychiatric disability in the provision of activity-based adventure program (day trips, sequential programs and overnight camps). Staff work within a team and are directly responsible to the Program Coordinator/Trip Leader.

## Position responsibilities

### 1. Program Delivery

- To respond in an efficient, practical and supportive manner to individuals who participate on Out Doors Programs.
- At all times to encourage and support individuals to meet new challenges within a safe environment, only if they themselves chose to do so.
- Ensure that during the program, each person is supported to participate in activities to a level of involvement that is appropriate, manageable, and meaningful for him or her.
- To be aware of personal and professional boundaries at all times. This includes refraining from attempting to involve others in your beliefs and practices, and from disclosing personal information about you, other participants and other staff. This also requires awareness of the sessional tenure and short term nature of your involvement with participants.
- To always work as a team, maintaining open, constructive, and regular communication with other team members, and to take direction from the Program Coordinator/Trip Leader and/or co-ordinating with other adventure staff member/s as required.
- To follow the relevant Out Doors policies and procedures at all times.
- To assist in ensuring that all equipment and resources are organised and maintained for each activity in a timely, efficient and professional manner.
- To be willing to attend staff training as practicable.
- To currently hold and update activity specific qualification/s.

### *Duties*

- Welcome participants upon arrival at Out Doors, introduce to others, including other participants and staff.
- Assist the Program Coordinator/Trip Leader in finding out any specific participant's needs.
- If able, respond to any queries or comments from participants in a timely and practical manner.
- Ensure that each participant is aware of relevant Out Doors policies (eg, alcohol and non-prescription drug usage, acceptable behaviour, etc.), as well as the specific expectations for each extended trip (e.g. each person is expected to assist with food preparation, cleaning and tidying the accommodation, and packing and unpacking of vehicles).
- Assess individual interests and preferences as relevant to the activity.

- Assist the Program Coordinator/Trip Leader and other staff in organising, and collecting appropriate equipment for the day using checklist.
- Assist participants and other staff with luggage and packing vehicles.
- Assist the Program Coordinator/Trip Leader and staff with food shopping as required
- During the activity, provide assistance and support to participants as required, ensuring that each individual is encouraged to become involved in activities at a level that suits them.
- During the activity ensure all equipment and resources are properly maintained, including appropriate security of items as required.
- Assist participants in completing evaluation forms at the end of the activity, as well as completing the staff evaluation form.
- Upon return, assist participants in unpacking and getting home (e.g. booking taxis)
- To ensure that all equipment and resources are returned, and that any item/s requiring replacement, repair or cleaning is reported to the Program Coordinator/Trip Leader.
- To participate in the staff-debriefing meeting with permanent coordinating staff, raising any issues or concerns regarding the camp.

## **2. Equal Opportunity**

Adhere to Council's Equal Opportunity policy and procedures and state and federal Equal Opportunity legislation. Support a work environment that is:

- free from discrimination harassment and bullying,
- refrain from engagement in any activities that may be offensive, humiliating, uncomfortable for; or derogatory towards other staff or the community.

## **3. Occupational Health and Safety & Risk Management**

The following applies to all staff:

- Act in a responsible manner that complies with OHS legislation, Out Doors policies and the Staff Code of Conduct to ensure the health and safety of self and other employees and all other people in the workplace.
- Contribute to making Out Doors as risk free as possible for all employees, participants and visitors.
- Take all reasonable action to protect Out Doors assets from damage and or loss.
- Identify, report any hazards/risks, incidents or OHS issues observed in the course of their duties that have occurred, or have potential for injury/illness to people or damage to/loss of Out Doors assets.
- Support a safe and healthy working environment in accordance with the safety components of Out Doors Safety Policy, the Occupational Health and Safety Act 1985 (as amended) and related regulations, codes of practice and standards.
- Responsible for the identification and resolution of OHS issues.

## **Selection criteria**

### **Essential**

- Interpersonal skills, including demonstrated leadership and group work skills, in working with people from a diverse range of backgrounds.
- Qualifications in Outdoors Education, Community Development or a related field.
- Instructor qualifications and practical experience in accordance with Out Doors Inc. “Minimum Outdoor Qualifications” in at least two of the following activities: canoeing, bushwalking, caving, rafting, rock climbing, sailing, or snow skiing.
- Wilderness or Remote Area First Aid Certificate or equivalent.
- An understanding of the issues faced by people with a psychiatric disability and their carers.
- A commitment to the principles outlined in Appendix 1.
- Ability to reflect on, communicate and problem-solve work practice and personal style issues.
- Excellent verbal communication skills.
- Time management skills.
- Basic computer skills and familiarity with Microsoft applications.
- Current First Aid Certificate (Workplace Level 2).
- Current Victorian Manual Drivers Licence.

### **Desirable**

- A working knowledge of the Victorian mental health system.
- Experience in the operation of group respite and/or recreation programs.



## Appendix 1

### Organisational philosophy

Out Doors believes that a person with mental health and other disabilities:

1. should be involved in planning of outdoor adventure activities;
2. has the right to choose; and
3. should be considered as someone with potential, abilities and a future.

- **Vision**

Out Doors will be the pre-eminent provider of outdoor adventure programs that promote mental health and wellbeing.

- **Mission**

The mission of Out Doors is to provide challenging approaches to better mental health by assisting people to get *out the door* and to participate in the life of their community.

- **Purposes**

The organisational purposes of Out Doors include:

1. collaboration- we work with people and community to improve individual's mental health, with particular emphasis on people living with a psychiatric disability;
2. education and training – we research, develop, organise, conduct and evaluate education and training programs for organisations involved in improving mental health; and
3. promotion – we uphold the value of human contact with natural environments, outdoor adventure and the positive effects these can have on people's mental health.

- **Values**

The following are the key values held by Out Doors and these guide our decision making, practices and delivery of services:

*Respect*

Respecting the diversity of our participants, staff and leaders is fundamental to us. We operate with empathy, uphold standards of ethical behavior and work with participants in their interests.

*Passion*

Our participants will be rewarded by their experience. We provide hope and encouragement to our participants to take up challenges and to reach their potential.

*Excellence*

We will achieve high standards in everything we do, particularly the safety and well-being of our participants. We will innovate and constantly seek opportunities for the sustainability of our services.

*Integrity*

We will be accountable for delivering our mission having regard to the highest moral and ethical standards. We are committed in all our activities whether related to a participant, a partner, the community, or employees.

*Environmental stewardship*

We actively use and promote practices that ensure minimal impact on the environment. We acknowledge our responsibility for efficient use of resources to ensure environmental sustainability into the future.