

# Job Description

<b>Job Title:</b>	<b>Older Persons' Worker</b>	<b>Employment type:</b>	Full time
<b>Hours per week:</b>	30	<b>Remuneration:</b>	\$25.00 per hour
<b>Location:</b>	57 Nayland Street, Sumner	<b>Employment term:</b>	One year
<b>Responsible to:</b>	Chair, Sumner Bays Union Trust	<b>Travel Required:</b>	Some in own vehicle

## Role and Responsibilities:-

1. To engage with health professionals and other services to develop an indicative profile and a database of socially isolated individuals;
2. To develop strategies to engage socially isolated individuals with existing Sumner Bays Union Trust activities;
3. To develop additional programmes to reduce social isolation;
4. To develop strategies to engage socially isolated individuals with activities run by other organisations in the community;
5. To utilise existing volunteer networks and the Bridge2Rocks TimeBank to reduce social isolation;
6. To establish a pool of volunteers to support socially isolated individuals.
7. To report to Sumner Bays Union Trust in respect of initiatives being developed.

## Specific Duties:

1. Develop a profile and database of socially isolated individuals and begin to develop a relationship with these people. This will be done by liaising with local health professionals, clergy, and other relevant services (including Age Concern).
2. Develop strategies to engage these individuals with existing SBUT activities or otherwise those run by other organisations. This will include developing a relationship with volunteers and Bridge2Rocks TimeBank members who can assist, such as with transporting people to activities.
3. Put in place a programme which will enable other SBUT staff (Community Development Worker, Bridge2Rocks TimeBank coordinators) to ensure the longevity of this project utilising volunteers and Bridge2Rocks TimeBank members.

## Preferred Skills

1. Exceptional relationship building skills
2. The ability to empathise and engage in an empowering way with vulnerable people
3. The ability to identify social needs and develop appropriate community initiatives in response to them.
4. Knowledge of research techniques
5. The ability to write clear and concise reports
6. The ability to promote, organise and resource community activities at a local level
7. To possess and be able to demonstrate well developed good interpersonal skills
8. To possess and be able to demonstrate well developed problem solving skills which may involve analysis, interpretation, creativity, initiative and evaluation techniques
9. The ability to effectively monitor and prioritise work direction and output.
10. To have an understanding of the legal framework that charities and employers operate within.

## Qualification and Education Requirements

- Professional Qualifications in the Social Services or other relevant tertiary qualification and/or other relevant experience
- Previous experience utilising community development methods within the community.
- Knowledge of structures and systems operative within community organisations.
- Be able to demonstrate a high degree of professional integrity.