

POSITION DESCRIPTION

LIFESTYLE & LEISURE OFFICER

PD NUMBER	6.0.3.7
REPORTS TO	Lifestyle Team Leader & Facility Manager
APPLICABLE AWARD/AGREEMENT	St. John's Village Inc., ANMF and HSU Enterprise Agreement 2014
STATUS	As per Employment Contract
APPROVED BY	Facility Manager
DATE	January 2018
REVISION DATE	January 2021

JOB PURPOSE SUMMARY

The Lifestyle and Leisure Officer contributes to the Lifestyle Program to enhance the residents' quality of life and the enjoyment of a varied range of activities.

KEY SELECTION CRITERIA

Essential

- ♦ Certificate IV in Leisure & Lifestyle, Leisure & Health, Allied Health or equivalent.
- ♦ Current First Aid Certificate Level II.
- ♦ Excellent communication skills.
- ♦ Experience in Aged Care.
- ♦ Ability to coordinate resident activity programs.
- ♦ An understanding and a commitment to Quality Improvement.
- ♦ Current Working with Children's check or willingness to obtain.

Desirable

- ♦ Basic computer skills.
- ♦ Knowledge of the Aged Care Funding Instrument (ACFI).

DUTIES AND RESPONSIBILITIES

The Leisure and Lifestyle Officer is responsible and accountable for tasks including, but not limited to:

- ♦ Assist with planning, implementing and evaluating a program of Leisure and Lifestyle activities which is designed to meet the individual needs of the residents.
- ♦ Encourage and support all residents to participate in a wide range of interests and activities.
- ♦ Inform residents, families and staff of the range of activities available and maintains interaction with residents and their families to ensure the provision of person centred care.
- ♦ Assist with providing and maintaining Dementia specific activities to assist with behaviour management.
- ♦ Assist all residents to achieve maximum independence, maintain friendships and participate within the internal and external communities of St John's Village.
- ♦ Ensure individual interests, activities, customs, beliefs, cultural and ethnic backgrounds are valued and fostered.
- ♦ Support, encourage and assist with volunteer recruitment.

- ♦ Foster community liaison to optimize social contacts for residents in response to significant days, events or celebrations which can be shared with the broader community.
- ♦ Ensure all activities and outings undertaken meet the guidelines of the Policies and Procedures of St John's Village.
- ♦ Ensure resources are used appropriately.
- ♦ Participate in Quality Improvement activities, Accreditation and Leisure and Lifestyle Policy and Procedures.
- ♦ Develop and maintain a professional rapport with residents and families.
- ♦ Maintain effective communication with all team members.
- ♦ Participate in Continuing Professional Development and Compulsory Education.

PHYSICAL STANDARDS

- ♦ Walk or stand 70-100% of the time.
- ♦ Bend, squat or kneel up to 25% of the time.
- ♦ Push residents in a wheelchair 5-10% of the time.

PERFORMANCE REVIEW

Staff performance reviews will be conducted after 3 months of employment, then annually by Departmental Manager. Review criteria will be based on applicable KPI's, Organisational Responsibilities and related duty statements.

STAFF SUPERVISED

N/A

KEY PERFORMANCE INDICATORS (KPI'S)

Leisure and Lifestyle Program

- ♦ Participates with the Leisure and Lifestyle team to plan, implement and evaluate a Lifestyle Program that provides a range of individual, group and community activities according to residents individual assessed mental, physical, social, emotional, cultural and spiritual needs and preferences.
- ♦ Assists with individual residents to settle into new environments.
- ♦ Seeks additional clinical information from the Lifestyle Team Leader, Clinical Care Coordinator or House Leader as required.
- ♦ Demonstrated Resident outcomes that reflect Best Practice.
- ♦ Maintains and promotes an effective Sundowning Program and/or Dementia program.
- ♦ Conducts and completes care plan documentation and reviews and communicates changes to the Lifestyle Team Leader and other staff.
- ♦ Plans and implements activities based on the residents identified needs.
- ♦ Monitors resident participation in the Leisure and Lifestyle Program.
- ♦ Completes documentation to assist with monitoring and recognising residents' behaviour and responses to interventions.
- ♦ Plans are communication effectively with all team members.
- ♦ Assists to recruit suitable volunteers and provides support to volunteers on a day to day basis.

Professional Care Practice

- ♦ Participates in the completion of social profiles and the development, implementation and evaluation of resident care plans for leisure, interests and activities using the Autumn Care system.
- ♦ Resident participation evaluations are completed following each activity.
- ♦ Exceptions to the care plan are verbally communicated to the Lifestyle Team Leader or Care Services Manager and documented in the resident's individual file as soon as practicable.
- ♦ Establishes and maintains positive relationships with residents, families and other team members.
- ♦ Plans and utilises organisational resources to achieve care plan goals.

ORGANISATIONAL RESPONSIBILITIES

Professional Conduct

- ♦ Compliance with St Johns Village's Policies, Procedures and Code of Conduct.
- ♦ Communicates appropriately and respectfully with all residents, resident representatives, visitors, volunteers and all staff members.
- ♦ Establishes and maintains good working relationships with residents, resident representatives, visitors, volunteer and all staff members.
- ♦ Demonstrates a high standard of personal appearance and conduct.
- ♦ Maintains confidentiality of residents and staff members at all times.
- ♦ Works as part of a team with enthusiasm and flexibility.
- ♦ Pursues continuous improvement of knowledge and skills through training and development.
- ♦ Actively participates in the Organisations Quality Improvement Program.
- ♦ Participates in staff meetings.

Workplace Culture

- ♦ Acts in a manner which is reflective of St Johns Village's Philosophy, Vision, Mission and Values.
- ♦ Works in an open, supportive and cooperative manner with all other staff.
- ♦ Values the views of other staff members and encourages the free exchange of ideas and suggestions.
- ♦ Displays courtesy to all residents, resident representatives, visitors, volunteers and all staff members at all times.
- ♦ Treats all residents, resident representatives, visitors, volunteers and all staff with respect and dignity.
- ♦ Refuses to engage in harassment, bullying or discriminatory behaviour.

Team Work

- ♦ Demonstrates awareness of role and respects the role of others.
- ♦ Works cooperatively and inclusively with other staff members to achieve team goals.
- ♦ Demonstrates commitment to working positively within a team environment.
- ♦ Assists Managers in the identification of team goals.

Occupational Health & Safety

- ♦ Maintains the work area in a clean, tidy and safe condition.
- ♦ Ensures that at all times a safe and homelike environment is maintained for all residents.
- ♦ Ensures all incidents and accidents to residents, resident representatives, visitors, volunteers and staff members are reported immediately by completing the appropriate forms.
- ♦ Identifies strategies for reducing any potential or actual injury in consultation with OH&S Coordinator.
- ♦ Attends all mandatory training related to Workplace Health & Safety.

Quality Improvement

- ♦ Is committed to and demonstrates an understanding of the Charter of Residents Rights and Responsibilities.
- ♦ Is committed to and demonstrates an understanding of the Quality Improvement Process and Aged Care Accreditation Standards.
- ♦ Participates in and assists with auditing processes.
- ♦ Demonstrates a commitment to ongoing self-development.
- ♦ Assists in the implementation and evaluation of new products and equipment.
- ♦ Attends all mandatory training related to Quality Improvement.

AGREEMENT

I have read this document and agree to undertake the duties and responsibilities as listed above. I also acknowledge that I may be required to undertake additional duties and responsibilities from time to time that are not detailed herein.

Name:

Signature:

Date: