

POSITION DESCRIPTION & PERSON SPECIFICATION

Lifestyle Officer

| | |
|------------------------|---------------------------------|
| Position Title: | Lifestyle Officer |
| Reporting to: | Lifestyle Coordinator |
| Classification: | Leisure and Lifestyle Assistant |
| Hours of Work: | As per contract |

POSITION DESCRIPTION

1. Key Selection Criteria

- Diversional Therapy qualifications or Leisure and Lifestyle Certificate IV equivalent;
- Demonstrated experience in the development and evaluation of recreational, leisure interests and lifestyle programs to residents;
- Current Victorian Driver's Licence and ability to drive a small bus;
- Demonstrated commitment to delivering quality services through the development and implementation of continuous quality improvement;
- Ability to deliver optimal services to residents through liaison, resourcing and negotiation;
- Highly developed oral, computer, and written communication skills;
- Well developed planning, organisational and time management skills;
- Diligent caring and patient attitude when dealing with residents and staff.

2. Key Duties and Responsibilities

- Carrying out leisure, lifestyle and daily living activities as specified in the resident care plan;
- Ensuring residents, their families and representatives are treated with respect and dignity at all times;
- Ensuring resident needs and wishes are met;
- Assessing resident needs on admission, and at any time when changes occur and reporting these changes to the person in charge;
- Maintaining the confidentiality of residents, the organisation and other staff;
- Collating relevant statistics and data for quality activities, audits and reviews;
- Assisting and contributing towards the provision of a comfortable environment for each residents home.

3. Statement of Key Performance Indicators

Contribute to the effective development and assessment of resident care plans by:

- Reporting needs in an accurate and timely manner;
- Reporting and documenting ongoing care/lifestyle changes, needs or preferences;
- Reporting all relevant information to the person in charge.

Contribute to the enhancement of lifestyle opportunities of residents, by:

- Ensuring residents are aware of known family outings, Echuca Community for the Aged activities, personal appointments and special events;
- Promoting and assisting resident involvement in the local community;
- Encouraging resident empowerment focusing on minimising loneliness, boredom and loss of independence;
- Liaising with care staff regarding resident's needs and preferences.

Contributes to a safe working environment, by:

- Complying with the Echuca Community for the Aged policy and procedures;
- Reporting personal and resident injuries or accidents;
- Ensuring safe work procedures are followed and unsafe work methods and hazards in the facility are identified and reported.

Contributes to Echuca Community for the Aged capacity to deliver quality services to residents, by:

- Working collaboratively with other members of the facility staff and volunteers;
- Maintaining a commitment to fostering and recognising each residents value and worth;
- Maintaining an open and warm relationship with residents, while respecting their rights to choice, dignity and independence.

Acts to enhance the professional development of others and self, by:

- Providing evidence of continuing education;
- Participation in formal performance appraisals with the Lifestyle Coordinator
- Acting as a positive role model for less experienced staff;
- Attending Resident and Staff meetings as required;

- Responding appropriately to instances of unprofessional conduct from any member of the health care team;
- Developing computer literacy skills to compliment the Activity program;
- Attendance at annual compulsory online training
- Accepting full responsibility for own actions and omissions.

PERSON SPECIFICATION

1. Educational / Vocational Qualifications

- Diversional Therapy qualification or Leisure & Lifestyle Certificate IV

2. Personal Skills, Abilities, & Aptitude

A personal commitment to our Mission to provide care for the benefit of the aged people in our community and adhere by our values is essential. The skills, abilities and aptitude of the Lifestyle Officer must reflect professional management in providing an adequate representation of ECA and its people in its many and varied forms. These encompass the following:

Skills

- Possess proven computer skills
- Interpersonal skills that portray a welcoming atmosphere, friendly disposition and helpful nature
- Organisational and time management skills

Abilities

- Accept direction and to work without immediate supervision
- Organise and set priorities for various activities while meeting required deadlines
- Demonstrates the ability to work positively within a team to achieve team goals and work harmoniously and effectively with other team members to achieve service delivery excellence

Aptitude

- Demonstrates integrity in all things
- Being a lateral thinker, proactive and be prepared to undertake an innovative approach
- Having an interest in supporting others and providing exceptional levels of service to an aged care facility
- Having a natural affinity with people and developing successful relationships

PERSON SPECIFICATION

3. Experience

- Experience working in an Aged Care Facility would be advantageous
-

4. Knowledge

- Good understanding of the ageing population
-

5. Classification Level

The position of Lifestyle Officer carries a Classification Level of Health & Allied Services Award (private sector)

6. Performance Standards & Review

An initial Performance Review is undertaken with the Lifestyle Coordinator six months after commencement of employment and then annually thereafter.

The objective is to determine capacity to meet the demands of the role; where additional skills or training may be required and what level of job satisfaction is being obtained. The Performance Review is based directly on the Key Performance Indicators, the policies of the organisation and the rules and procedures practised in this facility.

Employee's Name:

Employee's Signature:

Date:

Manager's Signature:

Position Title:

Date: