

Position Description – Leisure and Lifestyle Assistant

Position	Leisure and Lifestyle Assistant
Classification	IN32 – Qualified Allied Health Assistant
Award	Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2025
Reports to	Leisure and Lifestyle Team Leader
Direct reports	NA
Key relationships	Rural Northwest Health residents, family members, volunteers and team members.
Hours of Work	As per individual contract of employment

About Rural Northwest Health

Rural Northwest Health employs approx. 300 team members across the campuses of Warracknabeal, Beulah and Hopetoun.

Rural Northwest Health is focused on caring and supporting people to be healthy and living a full life. Our organisation is committed to delivering our strategic goals for 2020 - 2025:

- Our care – we will focus on safety, quality and accessibility in delivering healthcare across our community.
- Our team – we will focus on our culture, skilling our team and ensure we have effective and fit for purpose systems to make RNH an impactful and progressive organisation.
- Our partnerships – we will focus on collaboration both within and beyond the healthcare sector to meaningfully engage with our communities.

OUR VISION

Strong, healthy, vibrant rural communities.

OUR MISSION

To promote wellness, enhance health, and support healthy ageing.

WHAT DEFINES US



We are committed to excellence



We listen and collaborate



We are caring and connected



We are friendly and enjoy our work



We are lifelong learners

Position summary

The Leisure and Lifestyle Assistant works as part of an interdisciplinary team to deliver a person-centered program, events and outings to residents. The programs are developed with a focus on promoting residents' emotional, spiritual and psychological wellbeing and connectedness to the community. The Leisure and Lifestyle Assistant is responsible for supporting the residents' individual

needs by providing an enthusiastic and encouraging environment for residents to have confidence to participate in activities and events.

Key responsibilities

- Create and follow activities scheduled on the leisure and lifestyle calendar.
 - Ensure that the activities provided support the residents' requests, physical, psychological, social, spiritual and emotional needs.
 - Support residents to continue to contribute and be connected to the community.
 - Ability to take residents on outings, events and appointments within the community.
 - Setting up and cleaning up tasks.
 - Provide one-on-one conversations and activities that support residents to feel comfortable at all times.
 - Ensure residents feel valued and supported to express their needs and wishes.
 - Work collaboratively within a team, with volunteers and autonomously to deliver a range of programs.
 - Complete all relevant documentation and assessments.
 - Promote and assist connectedness to residents and their loved ones through the use of Careapp and other available technology.
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Key position accountabilities

Leadership, Communication and Stewardship

- Influences other team members to bring their best by providing encouragement and being thankful.
 - Speaks with others respectfully and in a way they can understand.
 - Recognises when a person has communication needs beyond own skills and finds help.
 - Acts in a way that values diversity.
 - Takes care when using physical resources and environment.
 - Maintains confidentiality around residents, residents' relatives and fellow team members as outlined in organisational policies and procedures.
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Quality and Improvement

- Takes pride in a personal presentation.
 - Works consistently in line with policies, practice standards and work plans.
 - Maintains quality of own work.
 - Asks for help and guidance when tasks are outside experience and competence.
 - Supports others to achieve team goals.
 - Makes changes in own work practice and offers suggestions to improve services and care.
 - Understands and acts according to role to achieve the Aged Care Quality Standards.
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Health and Safety

- Acts in a way that maintains health and safety for self and others that come in contact with the work area.
- Adheres to safe work practices relevant to role.
- Promptly reports issues that might put self or others at risk, incidents and near misses in ways appropriate to role.
- Cares for others by speaking in a courteous and respectful manner at all times.
- Knows what to do in an emergency relevant to role.

Personal and professional development

- Maintains practice within frameworks established by legislation, national and state policy.
- Keeps up-to-date with mandatory education requirements for the role.
- Discusses with manager about abilities and capabilities needed for role.
- Recognises areas of strength and areas for development.
- Participates in personal development plans with team leader.

Information management

- Communicates accurate and relevant information to appropriate people and in line with role and organisational policy.
- Can access, send and receive email, use Kronos rostering system relevant to role and locate key policies, procedures and resources via the intranet.
- Comply with legislative requirements related to documentation and information pertaining to residents, team members and the operations of all Rural Northwest Health facilities.
- Uses social media responsibly and respectfully at all times.
- Utilises information technology as appropriate in the performance of the role.

Key selection criteria

Essential

1. Passion for working with older persons and/or people living with cognitive impairment.
2. Ability to work effectively autonomously and within a team environment.
3. Excellent time management skills and the ability to adapt and prioritise in a flexible way.
4. Demonstrated experience delivering a range of activities that promote purpose, dignity and meaning for participants.
5. Sound computer skills and experience using software such as Microsoft Office and iCare, highly desirable.
6. Excellent written and verbal communication skills.
7. Demonstrated proactive learner and contributor to improvement activities.
8. Current Level 2 First Aid certificate, or willing to obtain.
9. Current Victorian drivers licence.

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10. Minimum Certificate III in Aged Care or similar e.g. Certificate IV in Leisure and Health or working towards relevant qualification.

Preferred

1. Bus licence.
2. Experience providing services to people living with dementia.
3. Contemporary generalist knowledge and experience of older person's care.

Certificates, licenses and registrations

- Current satisfactory employee police check, dated within 12 months of commencement date.
- Current employee Working with Children's check.
- Current Victorian driver's licence.

Other requirements

The role must provide current evidence of immunisation history and/or serology results.

Employee declaration

I declare that I understand the position description and the requirements of this position. I declare that I have the capabilities to fulfil the key responsibility areas of this position.

I understand that the information provided in this document is a general outline and does not encompass all aspects of the position.

Employee signature _____

Employee name (please print) _____ Date ____/____/____