

Position	Leisure and Lifestyle Assistant
Classification	IN31- Unqualified Allied Health Assistant IN32- Qualified Allied Health Assistant
Award	Victorian Public Health Sector (Health and Allied Services, Manager and Administrative Workers) Single interest Enterprise Agreement 2025-2027
Reports to	Leisure and Lifestyle Team Leader
Direct reports	NA
Key relationships	RNH Consumers, Consumers loved ones, 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 organization.
- 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 our consumers. The programs are developed with a focus on promoting consumers emotional, spiritual and psychological wellbeing and connectedness to community. The leisure and lifestyle assistant is responsible for supporting the consumers individual needs by providing an enthusiastic and encouraging environment for consumers to be confident 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 consumers requests, physical, psychological, social, spiritual and emotional needs.
- Support consumers to continue to contribute and be connected to the community.
- Ability to take consumers 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 be comfortable at all times.
- Ensure that our consumers 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 consumers and their loved ones through the use of Careapp and other available technology.

Key position accountabilities:

Leadership, communication and Stewardship

- Influences other team members to bring their best by providing support, 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 & environment.
- Maintains confidentiality around consumers, consumer relatives and fellow team members as outlined in the organisational policies and procedures.

Quality and Improvement:

- Takes pride in a personal presentation.
- Works consistently in line with policies, procedure, practice standards and work plans
- Maintains quality of own work
- Asks for help and guidance when tasks are outside your experience and competence.
- Supports others to achieve team goals.
- Makes changes in own work practice and offers suggestions to improve services and care.
- Remains flexible to learn new skills, including use of resources and software that support effective systems and processes.
- Understands and acts according to role to achieve the Aged Care Quality Standards.

Health and Safety:

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

Personal and professional development:

- Keeps up to date with all mandatory education requirements for the role.
- Discusses with manager about abilities and capabilities needed for role.
- Recognises areas of strength and areas for development.
- Takes part personal development plans with team leader.

Information management:

- Communicates accurate and relevant information to appropriate people and in line with role and organisational policy.
- Is able to access, send & 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.
- The use of 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 would be 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.

Preferred:

10. Certificate IV in Leisure and Health or similar or willing to undertake same.
11. Bus license.
12. Experience providing services to people living with dementia.
13. Contemporary generalist knowledge and experience of older persons care.

Certificates, licenses and registrations:

- Current employee police check (dated within 12 months of commencement date).
- Current employee working with Children's check.
- Current driver's licence.

Other requirements:

- Must provide current evidence of immunisation history and/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:** ____/____/____