

POSITION DESCRIPTION

POSITION TITLE: STEP 4 LIFESTYLE COORDINATOR

REPORTING TO: FACILITY MANAGER

DATE: November 2016

OVERALL PURPOSE OF THE POSITION:

The primary purpose of the Step 4 Lifestyle Coordinator role is to provide effective co-ordination and facilitation of the aged care residence lifestyle program to meet care recipients' individual needs. The role also facilitates group activities, one to one programs and programs for resident enjoyment. The establishment and maintenance of community networks is vital to be successful in the role.

The Lifestyle Coordinator must undertake duties in accordance with TriCare policies and procedures.

SECTION A: KEY RESPONSIBILITIES AND DUTIES

Duties

- Provide support and orientation to new care recipients on admission.
- Complete lifestyle profiles and assessments and then also develop a lifestyle care plan in line with the individual resident's interests and preferences.
- Develop and implement a customised leisure and lifestyle program for all residents, including those in the special needs unit of the facility. Any program must be designed and carried out according to care recipient assessed needs.
- Develop and publish a monthly activities calendar for the aged care residence in consultation with the Clinical Manager and/or Facility Manager.

- Coordinate a specific activities calendar, resources and training to personal care employees on a range of activities for care recipients in consultation with the Clinical Manager and/or Facility Manager.
- Liaise with the Clinical Manager to ensure 90 day care plan reviews are completed in accordance with the Clinical Care Systems (ResCare or eCase).
- Maintain documentation in accordance with TriCare Care System policies and procedures, legislation and accreditation requirements.
- In consultation with the Facility Manager/Clinical Manager, develop and distribute the monthly newsletter for the Facility.
- Chair and participate in monthly resident and relatives meetings, in conjunction with the Facility Manager. Complete the resident and relative meeting minutes for distribution.
- Assist the Facility Manager/Clinical Manager with the volunteer program for the facility. Ensure Volunteers have a current Police Check and are provided with orientation prior to commencing work as a volunteer.
- In consultation with the Facility Manager ensure sufficient resources are available for the residents' leisure and lifestyle interests not exceeding the monthly budget.
- Prepare reports and collect data as directed by the Facility Manager.
- Use principles and processes of continuous improvement to strengthen the program as indicated via resident surveys and evaluation of individual and group lifestyle programs.
- Participate and complete other duties as directed by the Facility Manager from time to time.
- Manage the monthly Lifestyle Budget, ensuring activities are arranged and receipts/invoices are completed and provided to the Administration Officer for processing.

TEAM WORK

- Adhere to relevant Work Health and Safety Act 2011 legislation.
- Work effectively as an individual and in a team to contribute to the achievement of resident lifestyle outcomes.
- Identify and report hazards in the workplace.
- Attendance and involvement with the national Lifestyle Committee.

- Provide support and assistance to maintain quality of life for residents, including involvement in the Lifestyle Committee and participation in other committees.
- Provide support and assistance to personal care employees in relation to care recipient's personal care activities as required from time to time.
- Participate in in-service training sessions and complete essential training each year.

QUALIFICATIONS AND EXPERIENCE:

Essential:

- Developed literacy and numeracy skills
- Police check clearance
- Current "C Class" driver licence
- A Certificate IV in Leisure and Health (CHC43415) or substantially equivalent qualification.
- Meets all competencies for Step 4 Lifestyle Co-coordinator as outlined in Appendix 1 of the current TriCare Enterprise Agreement.

Desirable:

- Previous aged care or community care experience.
- Basic level of administrative skills and some experience.
- Basic level of computer proficiency, i.e. in using of Microsoft Word and Outlook.

SECTION B: PERFORMANCE MEASURES

- Performance will be managed by the Quality Performance Improvement Review (QPIR) system which includes an annual review.
- Whilst undertaking the role of Lifestyle Coordinator, the employee will be required to maintain competency with all competencies outlined in the step progression requirements listed in Appendix 1 of the Enterprise Agreement.

LOCATION AND CONDITIONS OF SERVICE

All employment conditions will be covered by the terms outlined in the current Enterprise Agreement and the National Employment Standards ("NES").

Superannuation will be paid in accordance with legislative requirements.

Location: According to Contract of Employment in one of TriCare's aged care residences.