



West Wimmera Health Service
P.O. Box 231 NHILL, VICTORIA 3418
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Position	LEISURE AND LIFESTYLE COORDINATOR		
Location	West Wimmera Health Service	Reports to	Facility Director of Nursing or Nurse Unit Manager
Award	Victorian Public Health Sector (Health Professionals, Health and Allied Services, Managers & Administrative Officers) Enterprise Agreement 2016-2020	Level	
Effective Date	January 2017	Next Review	January 2019
Position Overview	<p>To provide a program for residents of an Aged Care Facility as required, on a group and individual basis, on a part-time basis.</p> <p>Liaise with other relevant staff to achieve the highest possible standard of total client care.</p> <p>Adhere to the philosophies and policies of the West Wimmera Health Service.</p>		
Key Result Areas	<ul style="list-style-type: none"> • Provision of quality, safe and efficient care • Professional Development & Practice • Adaptable behaviours • Technical Skills • Communication 		
Liaises with	<p>Internal: All staff, Department Managers, and Executive Directors</p> <p>External: Community, like organisations, external consultants</p>		

POSITION RELATIONSHIPS:

Responsible To

Executive Director of Clinical Services/Clinical Operations Manager



Responsible To

Nurse Unit Manager/Director of Nursing



This Position

Leisure and Lifestyle Coordinator

STATEMENT OF DUTIES:

Duty No	DETAILS
1.0	LEADERSHIP
1.1	Plan, conduct/supervise and evaluate Leisure and Lifestyle programs, including outings and functions for Residential Aged Care residents, in conjunction with other relevant staff as appropriate.
1.2	Work within a multi-disciplinary team and consults with other Allied Health and Nursing staff regarding appropriate activities for individual residents.
1.3	To maintain accurate records, appropriate documentation and statistics relevant to the Lifestyle Program.
1.4	Liaise with, and coordinate support from Nursing and other staff, in enabling residents to attend and participate in Leisure and Lifestyle programs, in conjunction with the Nurse Unit Manager.
1.5	Report any concerns regarding the welfare and deviation to health status of any resident to the appropriate authority.
1.6	Attend relevant meetings including: <ul style="list-style-type: none"> • Resident/Relative Meetings • Multi-Disciplinary Meetings • Staff Meetings
1.7	Access, prepare and maintain in a clean and satisfactory condition materials and supplies, ensuring economical use.
1.8	Advise residents of activity choice and motivate residents to participate in available programs, ensuring that individual rights are respected at all times.
1.9	Keep activity areas and storage rooms tidy at all times.
1.10	Supervise and coordinate volunteers and volunteer groups associated with the lifestyle program, in conjunction with the Nurse Unit Manager.
1.11	Participate in Quality Activities Program.
1.12	Be aware of the West Wimmera Health Service Emergency and Safety procedures.
1.13	Any other associated duties as delegated by the management at any time.
1.14	Participate in yearly performance appraisal.
1.15	Ensure residents rights, privacy, dignity and confidentiality is maintained at all times.
1.16	Ensure strict adherence with the WWHS infection control and food services programmes.
3.0	PERSONNEL MANAGEMENT
3.1	Initiate and oversee the effective application and utilisation of resources within the staff allocations and budget parameters.
3.2	Strengthen the personal and professional growth of staff through the development of succession planning for the continued support of the department.
3.3	Observe performance of professionals, and complete staff evaluations as prescribed by West Wimmera Health Service policies.
4.0	FINANCIAL MANAGEMENT
4.1	Be responsible for the development and management of the unit budget.
4.2	Develop strategies in conjunction with the Executive Director of Clinical Services to meet expenditure budget expectations for operating and capital purposes.
5.0	QUALITY
5.1	Ensure that all documentation is completed within policy guidelines.

5.2	Update records and statistics in accordance with Commonwealth Department of Health and Ageing and Victorian Department of Human Services stipulations.
5.3	In relation to service delivery modification that may not be addressed through Quality Activities, suggestions and evidence for practice changes to be collated and submitted for further discussion with the Executive Director of Clinical Services.
5.4	Assist with the planning and implementation of the Services' Quality Improvement Programmes.
6.0	COMMUNITY INVOLVEMENT
6.1	Interpret and pursue the aims and ideals of community care, through communication and participation in community affairs.
6.2	Co-operate with volunteer groups associated with the Service and other interested community groups.
6.3	Positively promote the organisation internally and externally.
7.0	SAFETY AND RISK MANAGEMENT
7.1	Monitor all mandatory compliance requirements, such as Cardio Pulmonary Resuscitation, No-lift, Fire Evacuation, etc. in collaboration with the Executive Director of Clinical Services.
7.2	Maintain a level of clinical skills appropriate to direct and assist other staff, and to affect intervention in clients care programs where required.
7.3	Coordinate regular checking to ensure that equipment is in sound working order, identifying and recommending repairs and replacements as required.
8.0	COMMUNICATION
8.1	Be aware of and practice according to the West Wimmera Health Service mission, objectives, core values and behaviours.
8.2	Provide leadership in the developing of health promotion resources.
8.3	Disseminate information to other health care workers to facilitate a team approach to patients' and clients care.
8.4	Liaise with other departments in promoting good working relationships to achieve the optimum provision of quality care.
8.5	Promote good communications within the service and community through the Executive Director of Clinical Services.
9.0	Appraisal
9.1	Initial performance appraisal – 6 months after appointment. Thereafter – 12 monthly.

SELECTION CRITERIA:

KEY SELECTION CRITERIA:

1. A qualified Enrolled Nurse or Personal Care Worker with certificate III or IV would be suitable.
2. Ability to communicate with and understand the needs of elderly residents, and to be responsible for the Leisure and Lifestyle Assistant.
3. A Current Victorian Driver's license and an endorsed license, or prepared to obtain same at own cost.
4. Have a clear understanding of the Aged Care Standards pertaining to Resident Lifestyle.
5. Have constructive time management skills devoted to resident's personal lifestyle programs, outings, required documentation and planning.

OTHER DESIRABLE SKILLS / KNOWLEDGE / EXPERIENCE:

1. Previous experience in a rural setting.
2. Strong interest in the occupation for aged care residents.
3. Exceptional time management and organisational skills.
4. Potential or proven potential of leadership qualities and skills.
5. Competence in using computer programs including Microsoft Word, Excel, Outlook and other databases.
6. Sound knowledge of health promotion and community education.
7. Demonstrated flexibility to manage a diverse caseload.

OTHER RELEVANT INFORMATION:

1. Appointment is subject to a satisfactory police records check prior to commencing.
2. Some after hours work may be required.
3. Expectation to sign a Confidentiality Declaration Prior to employment.
4. Further Professional Development is encouraged and supported.

SPECIALISED EQUIPMENT OPERATED:

Computers.
Photocopier.
Facsimile.

CERTIFICATION:

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Signature:

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Leisure and Lifestyle Coordinator

Date:

Signature:

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***Executive Director of Clinical Services/Clinical
Operations Manager***

Date: