



## West Wimmera Health Service

### Position Description

<b>Position:</b>	<b>Leisure &amp; Lifestyle Coordinator</b>
<b>Location:</b>	Based at Kaniva, but may be required to work across all sites as mutually agreed upon
<b>Reporting to:</b>	Director of Nursing/Nurse Unit Manager
<b>Division:</b>	Clinical Services
<b>Award:</b>	Victorian Public Health Sector (Health and Allied Services, Managers & Administrative Workers) Single Interest Enterprise Agreement 2016 - 2020
<b>Level:</b>	CW11 or Dependent on skills, qualifications and experience as per Award

#### Overview of West Wimmera Health Service

Our community is the heart of West Wimmera Health Service. We are committed to delivering the highest quality health services and ensuring our services meet the needs of our population.

We deliver services across a 22,000 square kilometer region, which is home to nine rural townships including Nhill, Gorokey, Jeparit, Kaniva, Rainbow, Natimuk, Minyip, Murtoa and Rupanyup.

#### Our Values

##### Total Care

Delivering care that is safe, effective and person-centred, always

##### Safety

Providing a safe workplace and services free from avoidable harm

##### Unity

Working well together in a great place to work

##### Accountability

Doing the right thing by our stakeholders and ourselves

##### Innovation

Using our imagination - if there's a better way we will find it

#### Our Strategic Directions

Strategy one	Empower our community to live their best life
Strategy two	Invest in population health
Strategy three	Build partnerships for healthier communities
Strategy four	Harness technology and innovation
Strategy five	Strengthen our workforce capacity

## Position Relationships:

Key Internal Relationships	Key External Relationships
<ul style="list-style-type: none"><li>• Employees</li><li>• Manager</li><li>• Executive Director</li><li>• Residents</li><li>• Volunteers</li></ul>	<ul style="list-style-type: none"><li>• Consumers</li><li>• Consultants</li><li>• Community</li><li>• Visitors</li></ul>

## Position Overview:

To provide a Leisure & Lifestyle program for residential aged care residents, on both a group and individual basis. Need to consider resident likes, preferences, existing community, and family involvement.

## Key Selection Criteria:

### Essential:

1. Enrolled Nurse or Health Care Worker at a Certificate III or IV level qualification.
2. Worker screening clearance – police check, working with children check and DWES (Disability Worker Exclusion Scheme check).
3. Effective communication and organisational skills.
4. Have a clear understanding of the Aged Care Standards pertaining to Residents Leisure & Lifestyle.
5. Have efficient time management skills devoted to resident's personal lifestyle programs, outings, required documentation and planning.

### Desirable:

1. Current Victorian Driver's Licence.
2. Previous experience with residential aged care residents.
3. Competence in using computer programs including Microsoft Word, Excel, Outlook and electronic resident documentation system (iCare) and other databases.
4. Demonstrate flexibility to manage a diverse caseload.

## Key responsibilities:

- Work within a multi-disciplinary team and consult with nursing staff and Allied Health staff regarding appropriate activities for individual residents.
- Maintain accurate records, appropriate documentation and statistics relevant to the Leisure and Lifestyle Program.
- Liaise with, and co-ordinate support from nursing and other staff, in enabling residents to attend and participate in Leisure and Lifestyle programs.
- Report any concerns regarding the welfare and deviation to health status of any resident to the Nurse Manager, or delegate.

## **Statement of duties:**

### **Professional Practice:**

- Ensure familiarity with the expected standards of performance in the role and actively contribute to own personal development.
- Maintain a good working knowledge of and adherence to standards and legislation relevant to the role (such as Child Safe Standards, Aged Care Act etc.) and actively promote compliance to any such standards and legislation.
- Comply with all relevant WWHS policies and procedures and any program specific guidelines.
- Attend all required staff meetings and trainings.
- Work in accordance with West Wimmera Health Service's Code of Conduct and demonstrate commitment to the Service's core values.
- Recognise, respond and escalate changes in the patient's condition.
- Advise residents of activity choice and motivate residents to participate in available programs, ensuring that individual rights are respected at all times.
- Supervise and co-ordinate volunteers and volunteer groups associated with the Leisure & Lifestyle Program, in conjunction with the Nurse Unit Manager.
- Any other associated duties as delegated by the Director of Nursing/Nurse Unit Manager at any time.

### **Quality, Safety and Risk Management:**

- Ensure compliance at all times, with mandatory education competencies by the due date in accordance with WWHS policies and protocols.
- Ensure and take all reasonable care for your personal safety and the safety of patients, consumers, volunteers and colleagues.
- Participate in relevant quality improvement activities as directed by the Executive Director Quality & Safety
- Identify and report relevant risks including those relating to human resource management, workplace culture and industrial relations and actively work other staff as appropriate to effectively manage such risks.
- Keep activity areas and storage rooms tidy at all times.
- Ensure you are aware of the West Wimmera Health Service's emergency procedures.

### **Communication:**

- Maintain a professional and friendly approach in all interpersonal communication with patients, consumers, volunteers and colleagues.
- Ensure effective and open lines of communication with other relevant team members, customers, volunteers and WWHS management staff.
- Maintain confidentiality as per West Wimmera Health Service Policy and in accordance with relevant privacy and health records legislation.

### **Appraisal:**

- Initial appraisal – 3 months after appointment
- Thereafter – 12 monthly.

## Certification

We hereby agree that the details contained in this document are an accurate statement of the primary requirements of the position.

<b>Authorised By Clinical Executive</b>	
<b>Name:</b>	
<b>Signature:</b>	<b>Date:</b>

<b>Position Incumbent Name:</b>	
<b>Signature:</b>	<b>Date:</b>