



West Wimmera Health Service

Position Description

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| Position: | Leisure and Lifestyle Assistant |
| Location: | Based at Nhill, but may be required to work across all sites as mutually agreed upon |
| Reporting to: | Director of Nursing/Nurse Unit Manager |
| Division: | Clinical Services |
| Award: | Victorian Public Health Sector (Health and Allied Services, Managers & Administrative Workers) Single Interest Enterprise Agreement 2016 - 2020 |
| Level: | IN31: Grade 1 No Cert, Cert III & less than 12 months experience (FT), Cert IV less than 6 months experience (FT). IN32: Grade 2 Cert III & 12 months experience (FT) as Grade 1 or Cert IV & 6 months experience (FT) Grade 1. IN33: Grade 3 Co-ordinator only. |

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

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| 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 |
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| <ul style="list-style-type: none">• Employees• Manager• Executive Director• Residents• Volunteers | <ul style="list-style-type: none">• Consumers• Consultants• Community• Visitors |

Position Overview:

To provide a Leisure and Lifestyle program for residential aged care residents, on both a group and individual basis. Must 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. Effective communication and organisational skills.
3. Have a clear understanding of the Aged Care Standards pertaining to Residents Leisure and Lifestyle.
4. Have efficient time management skills devoted to resident's personal lifestyle programs, outings, required documentation and planning.
5. Victorian Driver's Licence.

Desirable:

6. Previous experience with residential aged care residents.
7. Competence in using computer programs including Microsoft Word, Outlook and electronic resident documentation system (iCare) and other databases.
8. Demonstrate flexibility to manage a diverse caseload.

Pre-Requisites for Employment:

9. Worker screening clearance – police check, working with children check and NDIS Worker Screening Check (Applicable to disability support and service providers only).
10. Fully vaccinated for COVID-19 as per current Department of Health Directive.

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 and Lifestyle Program, in conjunction with the Nurse Unit Manager/Director of Nursing.
- Assist with personal care of residents as required, within scope of practice
- 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.
- 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.
- Maintain effective and open lines of communication with other relevant team members, customers, and management.
- Maintain confidentiality as per West Wimmera Health Service Policy and in accordance with relevant privacy and health records legislation.

Appraisal:

- Initial appraisal – 6 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.

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| Authorised By Executive Director of Clinical Services | |
| Name: | |
| Signature: | Date: |

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| Position Incumbent Name: | |
| Signature: | Date: |