



Our Vision: Older people have access to responsive, high quality aged care services.

Our Mission: Doutta Galla exists to provide access to aged care service options which are affordable and inclusive of people with diverse experiences and backgrounds.

Our Values:



Position Description

Position Title:	Leisure & Lifestyle Assistant (LLA)	Position Reports To:	Leisure & Lifestyle Coordinator
Positions Reporting To This Role:	Nil		

Position Purpose:	The Leisure & Lifestyle Assistant is responsible for assisting with the effective delivery of a diverse, individualised and resident focused high quality range of recreational, spiritual, creative, cultural, physical and sporting leisure and lifestyle activities through one on one or group activities with residents. Key to this role is ensuring that the Leisure & Lifestyle program is implemented in a way that is inclusive and supports all residents regardless of their physical and/or cognitive capacity.
Qualifications:	<ul style="list-style-type: none"> ▪ Certificate IV in Lifestyle & Health or equivalent and / or relevant experience ▪ Current Level 2 First Aid Certificate.
Skills:	<ul style="list-style-type: none"> ▪ Demonstrated understanding of current best practice in lifestyle theories and practice. ▪ Strong commitment and practical ability in implementing inclusive lifestyle programs. ▪ Intermediate Proficiency in Microsoft Office packages (Word/Excel). ▪ Highly developed interpersonal skills and ability to work with residents of differing backgrounds whilst

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	<p>maintaining role and professional boundaries</p> <ul style="list-style-type: none"> ▪ Excellent written and verbal communication skills.
<p>Experience:</p>	<ul style="list-style-type: none"> ▪ Demonstrated knowledge and/or experience in the implementation, evaluation and continuous improvement of lifestyle activities in an aged care setting. ▪ Demonstrated experience networking with relevant community organisations regarding the provision of recreational and lifestyle enhancement activities for residents. ▪ Practical understanding and experience working with ACFI and its application.
<p>Resident Dignity And Choice (Aged Care Quality Standard 1)</p>	<ul style="list-style-type: none"> ▪ Treat all residents with dignity and respect, valuing their identity, culture, and diversity. ▪ Support residents to exercise choice and independence; to make decisions about their own care, the way care services are delivered and how family and others are involved in their care. ▪ Ensure all resident information is kept confidential, privacy is respected and information provided to the resident is clear and easy to understand so residents may exercise choice. ▪ Facilitate resident choice, decision making and participation when developing lifestyle & leisure programs. ▪ Assist residents who cannot perform activity tasks themselves whilst promoting independence and individual choice, privacy and dignity. ▪ Support resident involvement and participation (where they choose) in programs promoting self-esteem, engagement, socialisation and personal fulfilment.

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<p>Ongoing Assessment and Planning (Aged Care Quality Standard 2)</p>	<ul style="list-style-type: none"> ▪ Ensure resident care services delivery is based on the current needs, goals and preferences of residents as identified in partnership with the resident and others the resident wishes to involve in the planning process. ▪ Ensure assessment and planning, including consideration of risks to resident health and well-being, informs the delivery of safe and effective lifestyle activities ▪ Effectively communicate care and services plans with residents; regularly review for effectiveness and when circumstances change or when incidents impact on resident needs, goals or preferences related to lifestyle, leisure and interests. ▪ Actively seek feedback from residents, clinical staff, allied health and service providers on the effectiveness of individual activities and programs. ▪ Comply with all reporting requirements including incident and elder abuse/mandatory reporting
<p>Personal and Clinical Care (Aged Care Quality Standard 3)</p>	<ul style="list-style-type: none"> ▪ Ensure interactions with residents and their representatives are kind, caring and respectful of each individuals identity, culture and diversity ▪ Effectively manage risks associated with the care of each resident while undertaking lifestyle activities ▪ Recognise and respond to changes in resident mental health, cognitive or physical function, capacity or cognition in a timely manner. ▪ Ensure needs, goals and preferences of residents nearing the end of life are recognised and addressed, their comfort maximised and dignity preserved.



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<p>Support For Daily Living (Aged Care Quality Standard 4)</p>	<ul style="list-style-type: none"> ▪ Ensure daily living support meets individual resident needs, goals and preferences and optimises resident independence, health, as well as, emotional, spiritual and psychological well-being and quality of life. ▪ Provide daily living support that facilitates social and personal relationships, meets individual resident interests and enables broader participation. ▪ Develop, implement and ensure delivery of a wide variety of lifestyle, leisure and recreational programs that enhance the psychological, social, cultural, spiritual, physical and emotional wellbeing of residents. ▪ Ensure a wide variety of relevant cultural, spiritual and holiday events are celebrated at the site in accordance with resident demographics, needs and choice. ▪ Develop suitable programs for residents with Dementia or other cognitive illness, with an emphasis on implementation of diversional therapies for sundowners. ▪ Coordinate and guide the activities of the lifestyle team and ensure appropriate staffing for resident activities with regard to skills, abilities and qualifications of staff. ▪ Actively engage with community services providers including volunteers, students on community placement and community visitors in order to both widen the diversity of recreational programs for residents and maximise their socialisation.
<p>OH&S (Aged Care Quality Standard 5)</p>	<ul style="list-style-type: none"> ▪ Ensure the maintenance of a safe working environment that meets regulatory requirements and undertake all duties in a manner that demonstrates, at all times, due regard for the wellbeing and safety of self, colleagues and residents.



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	<ul style="list-style-type: none"> ▪ Adhere to Occupational Health and Safety Act and associated policies and procedures. ▪ Respond appropriately to situations of risk or potential risk to the residents. ▪ Monitor the safety of equipment and ensure equipment is maintained and used in a safe manner in line with manufacturer’s instructions and organisational guidelines, and reports any breakdown or requirements to the Registered Nurse In-Charge, CCC or Facility Manager. ▪ Actively participate in training and education sessions regarding occupational health and safety. ▪ Understand emergency code management, fire and evacuation procedures and implement if required. ▪ Report immediately all accidents / incidents in accordance with organisational guidelines and where necessary document in accordance with organisational guidelines.
<p>Feedback and Complaints (Aged Care Quality Standard 6)</p>	<ul style="list-style-type: none"> ▪ Provide support to residents and their families and ensure any queries, comments, suggestions and / or concerns are managed promptly, effectively and efficiently or referred appropriately according role level of responsibility. ▪ Comply with all Privacy Legislation requirements and Doutta Galla confidentiality statements when communicating information pertaining to residents, staff and the operations of any Doutta Galla facilities. ▪ Facilitate awareness of and access to advocates, language services and other methods of raising and resolving complaints in accordance with Doutta Galla policies and procedures and within scope of role.



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Acknowledgement

I have read this position description and agree to undertake the duties and responsibilities as listed above.

I understand I am responsible for ensuring I undertake my duties in compliance the new Aged Care Quality Standards as contained in the Quality of Care Amendment (Single Quality Framework) Principles 2018.

I understand this position description is subject to review and amendment at any time, as appropriate and approved by HR.

I also acknowledge that I may be required to undertake additional duties and responsibilities from time to time that are not detailed above.

I have read and understood the Doutta Galla Code of Conduct.

Name: _____

Signature: _____

Date: _____