

# Position Description

POSITION DETAILS			
<b>Position Title</b>	Leisure and Lifestyle Coordinator		
<b>Reports to</b>	Residential Aged Care Manager		
<b>Business Function</b>	Residential Services	<b>Salary Grade</b>	Enterprise Agreement, Aged Care
<b>Direct Reports</b>	NA	<b>Band / Level</b>	Level 5
<b>Indirect Reports</b>	NA	<b>Location</b>	Northern Territory

REPORTING RELATIONSHIPS	
<b>Internal Key Relationships</b>	Consumers within our care and their families/relatives Operational Team Members and Front-Line Leaders
<b>External Key Relationships</b>	Collaborate with third parties providing services to the organisation

OUR ORGANISATION
ARRCS work began in 2014 with aspirations to improve the quality of life for people living in regional and remote areas of Australia. Today, our commitment remains stronger than ever. We provide support to people across the Northern Territory through Residential Aged Care and Disability Services, Mental Health support, Childcare and Regional Home Care services and School Nutrition programs. We take a holistic approach, and a deep respect for all Elders and Aboriginal Cultures is at the heart of our work.

OUR COMPANY VALUES				
Compassion	Respect	Justice	Working Together	Leading Through Learning
Through our understanding and empathy for others, we bring holistic care, hope and inspiration	We accept and honor diversity, uniqueness and the contribution of others	We commit to focus on the needs of the people we serve and to work for a fair, just and sustainable society	We value and appreciate the richness of individual contributors, partnerships, and teamwork.	Our culture encourages innovation and supports learning.

PURPOSE
The Leisure and Lifestyle Coordinator develops and oversee a Lifestyle program that reflects the consumers' preferences and enables individuals to maximise their abilities with an appreciation of the physical, social, cultural and religious background each person brings into the Aged Care setting.
The Leisure and Lifestyle Coordinator may also mentors and lead Volunteers and the Leisure and Lifestyle Officer in the delivery of this program. The Lifestyle program will be a centre-point of social activity and emotional connection on site and be a promotional aspect of each of our Residential Aged Care Facilities

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## KEY RESPONSIBILITIES

### Operations

- Ensure a planned (weekly or monthly) activity calendar is provided to all site staff and residents. This is necessary to ensure residents have care coordinated around their individual preferences to participate in the program.
- Establish and maintain clear communication and task delegation with the Volunteers and Lifestyle Team. Regular team meetings and review of efficacy of each activity should be established if not already in place. Regular feedback to team members on their performance should also be part of individual mentoring of each Lifestyle Officer.
- Maintain a good working relationship and clear communication line with all other members of the RACF team (Care staff, catering, maintenance etc.).
- Ensure regular (as per ARRCS schedule) evaluation of individual Resident responses to activities or interactions & report same (document on appropriate assessment forms).
- To work within a Continuous Improvement framework and be able to utilize to improve the outcomes of either groups or individual Residents.
- Ensure appropriate care staff are notified if an incident occurs and be able to follow up responsibly (ie ensure assistance is obtained and appropriate documentation is attended).
- Maintain records and documentation to meet ARRCS policies and procedures. Participate in audit process (internal and external) as directed by Residential Aged Care Manager (Or delegate) to ensure any gaps in planning or documentation are promptly identified and followed up. To ensure the team and activities function with a clear awareness of the Organization's WHS policies & any risk or potential hazards to staff or residents are addressed immediately.

### Customer Service

- Ensure service level returns positive feedback and consumer satisfaction.
- Establish a positive, supportive and encouraging line of communication with each Resident & their next of kin, in order to produce a Lifestyle Assessment and Care plan that is reflective of the Residents' interests & abilities.
- Responsible for developing, implementing and evaluating individual Lifestyle Care plans (initial & ongoing according to RAC schedules) and mentoring the Lifestyle team in how best to implement this each resident.
- Identify a variety of entertainment options (internal and external within an agree budget ) and incorporate into a monthly site program. Confidently promote the Lifestyle program with other site staff and external stakeholders.
- Develop positive relationships with other Care staff, Volunteers and the Pastoral Care team in order to ensure a comprehensive, compassionate and holistic approach to the social, emotional & cultural wellbeing of each resident.
- To ensure the team and activities function with a clear awareness of the Organisation's OHS policies and any risk or potential hazards to staff or residents are addressed immediately.
- Ensure the efficient usage of resources to enable the delivery of a variety of programs aimed at providing care to residents.

### Quality, Safety and Risk Management

- Commitment to ensuring quality services are delivered to both internal & external clients through the quality, safety and risk management system. Act in accordance with all relevant external legislation and internal ARRCS policies and procedures that relate to this position and the organisation.
- Understand the importance of the quality and safety system at ARRCS and assume responsibility for the delivery of the system through;
  - Active participation in quality improvement activities.

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- Actively participate in staff meetings
- Demonstrated knowledge of the Fire Safety and Evacuation Procedure
- Working knowledge of the ARRCS Infection Control, WHS and Manual Handling policies and procedures with an emphasis on promoting compliance amongst team.
- Be aware and comply with all Standards and Guidelines for Residential Aged Care Services.
- Exercise due care and economy in the use of ARRCS equipment and supplies.

## Personal Accountability

- Compliance with ARRCS's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of elderly and children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with ARRCS employees and external stakeholders in accordance with ARRCS's values and professional standards of behaviour.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Actively participate in initiatives to meet Reconciliation Action Plan and empowering of First Nations people within our employment and for those we serve in our positions.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e., equal employment opportunity, health, and safety) and mandatory training specific to position.

## SELECTION CRITERIA

Key skills and experience that the applicant requires to qualify for the role:

### Qualifications – Essential

- Experience in working within the Aged Care sector & residents with dementia (preferably with either Cert IV in Lifestyle or other relevant tertiary qualifications)
- Provide First Aid Certificate

### Experience

- Recent experience as a Personal Carer in the Aged or Disability sector or recent volunteer experience on completion of 120 hours industry placement.
- Demonstrated experience of ability to be creative, compassionate and supportive in the provision of a quality Lifestyle program within the RACF.
- Ability to lead Lifestyle/Activities staff in the provision of a quality program and one that reflects ARRCS's vision and mission.
- Proven experience in building effective, positive relationships with Residents, families and other colleagues.
- Well-developed written, verbal & presentation / communication skills. Including computer literary at an intermediate level using Microsoft Word / Excel and other applications.

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- Ability to accept the many differences our multi-cultural community may embrace and help maintain each resident's dignity and preferences without bias.
- Ability to reflect on own performance and seek guidance when required.
- Ability to problem solve and use initiative to maximise positive outcomes

## **Mandatory Requirements**

- NDIS Worker Screening
- Influenza Vaccination
- COVID 19 Vaccination + Boosters
- National Police Check
- Driver's License

## **Duties Statement**

It is not the intent of this position description to limit the scope of this position in any way but to give an overview of this role at Australian Regional and Remote Community Services. You will at times be required to work on other tasks and areas as directed by the Residential Aged Care Manager or ARRCs Leadership Team. By signing your contract of employment, you accept and agree to the role and responsibilities as outlined in this position description.