



Peninsula Palms  
Aged and Community Services Limited

# LIFESTYLE COORDINATOR

## POSITION DESCRIPTION

### **Our Core Purpose**

*To provide High Quality Christian Care within an Inclusive Community.*

### **Our Vision**

*To achieve excellence in the provision of Aged Care Services in a distinctively Christian environment with equipped staff to ensure the dignity, privacy and personal rights of all Residents are upheld.*

### **Our Core Values**

*We believe that the contentment and quality of life of our Residents are of the utmost importance.*

*We seek to employ Staff who are competent, compassionate and caring and who humbly serve with an empathic understanding of the specific needs of the Aged.*

*We respect and value diversity, creating an environment of mutual respect and acceptance of others without biases based on differences of any kind.*

*We aspire to excellence in the quality of our care and services we offer our Residents.*

*We recognise, reward and resource leadership that inspires and influences.*

*We foster innovation in order to generate cutting edge services and ideas.*

*We seek to promote a culture of safety in which all stakeholders play their part.*

*We believe that education, training, motivation and support to all Staff will ensure that we maintain our excellent reputation in the industry.*

*We welcome suggestions for improvements from all Management, Staff, Volunteers, Residents, Relatives and Visitors in the process of continual improvement.*

## **PURPOSE OF POSITION**

- The Lifestyle Co-ordinator assists, develops and implements programs that meet the spiritual, physical, social and psychological needs of all aged care residents

## **JOB SPECIFICATIONS**

### **Personal Attributes**

- Have good health.
- Is reliable and punctual.
- Well developed communication skills with colleagues and other health professionals.
- Have the ability to lead a team ensuring inclusiveness.
- Have the ability and is willing to promote harmonious interpersonal and working relationships, within their team and the facility.
- Is able to work within the philosophy and values of Mueller Community Church.

### **Essential Qualifications and Experience**

- Certificate III in Individual Support
- Certificate IV in Leisure and Health or similar (or working towards)
- Minimum 2 years' experience in Aged Care Roles
- Minimum 1 year as Lifestyle officer / Lifestyle Co-ordinator
- Ability to plan, lead and coordinate resident activity and well-being programs
- An understanding and a commitment to Quality Improvement
- Proficient computer skills

### **IMMEDIATE SUPERVISOR – refer to Organisational Chart**

- Manager

### **Staff Supervised**

- Leisure and Lifestyle Officers,
- Volunteers

## RESPONSIBILITIES

The Lifestyle Co-ordinator is responsible and accountable for tasks including, but not limited to:

- Plan, promote, implement and evaluate a Leisure and Lifestyle activities program which is designed to meet the individual needs, interests, customs, beliefs and cultures of the residents.
- Ensure the residents, families and staff are aware of the range of activities available and maintain interaction and consultation with residents and families to ensure the provision of a comprehensive and multi-faceted therapy program.
- Coordinate a rich and meaningful Dementia specific program
- Coordinate, grow and promote Peninsula Palms wellbeing program, which includes the gym program, in collaboration with other health professionals.
- Ensure all residents are assisted to achieve maximum independence, maintain friendships and participate within the internal and external communities of Peninsula Palms.
- Mentor, coach and lead the Leisure and Lifestyle team by promoting a team approach to the delivery of the Leisure and Lifestyle program
- Foster and develop community liaison to optimise social contacts for residents in response to significant days, events, celebrations etc. which can be shared with the broader community.
- Ensure all activities and outings undertaken by residents meet the guidelines as outlined in the Policies and Procedures of Peninsula Palms.
- Ensure resources are used appropriately.
- Assist and coach the Leisure and Lifestyle team in accurate and appropriate documentation and in undertaking regular evaluation of the programs offered to ensure the program is meeting the needs of the residents.
- Assist with the development of a monthly / weekly activities calendar and monthly newsletter.
- Assist with the development, recruitment and coordination of the Volunteer Program.
- Participate in and attend appropriate meetings.
- Coordinate Leisure and Lifestyle Quality Improvement activities.
- Assist with Lifestyle Policy and Procedures review.
- Develop a professional rapport with residents and their families, providing feedback to the Manager.
- Assist with the development of surveys / questionnaires and provide assistance to the Leisure and Lifestyle team to act upon feedback to maintain positive direction.
- Participate in Continuing Professional Development and Compulsory Education.
- Assist with performance coaching and Performance Appraisals of the Leisure and Lifestyle team.
- To maintain confidentiality of information regarding Residents and the Facility.
- Assist with Quality Surveys as required and collaborate with manager for Quality Improvement Strategies that remain individualised for optimum quality of life.

## OCCUPATIONAL HEALTH AND SAFETY

- To specify and comply with Workplace policies relating to Safety and Infection Control Guidelines and practices.
- To attend Fire Safety program yearly and be familiar with his / her role in carrying out fire safety and emergency plans.
- To identify location of emergency equipment.
- To practice safe manual handling and follow No Lift Policy.
- To understand Policy & Procedures regarding incident reporting.
- To report and / or rectify observed safety risks to the Manager and report on the Comments Form.
- To attend Annual Compulsory Training Day
- Wear the regulation uniform – closed in, non-slip shoes.
- Long hair tied back, nails kept short and clean with minimal jewellery.
- To use appropriate Personal Protection Equipment.
- Work within their scope of practice

### Manual Handling Tasks for this Position

Lifting	10%	}	Setting up for Activities
Bending	40%		Assisting Residents to come for Activities
Twisting	5%		Craft, Painting, Cooking etc
Pushing	5%		Excursions
Squatting	20%		Craft, Painting, Cooking, etc
Kneeling	10%		Computer work
Reaching out	5%		Writing up noticeboards
Reaching up	5%		

## EDUCATION

- To participate in the facility's orientation and in-service education program arranged by the facility.
- To attend to assigned education plans in required time frame.
- To participate in an annual performance appraisal and make goals for achievement
- To attend regular meetings which encourage the promotion of Continuous Quality and improvement.
- To participate as requested on committees established within the Facility.
- To adhere to the Facility's Policy and Procedure Manual and Mission Statement
- To support the Residential Care Standards as set down by the Department of Health and Aged Care.
- To participate in the education of Carers

**CONDITIONS OF EMPLOYMENT**

- As per your contract – probation period of 6 months
- As per Aged Care Award 2010
- Adherence to the Aged Care Code of Conduct
- Adherence to Policies and Procedures of the Facility.
- Ability to meet the requirements of the Position Description.
- Attending Compulsory In-service Day annually.
- Completing assigned education plans in a timely manner
- Attending annual appraisals – review criteria will be based on applicable KPI's, organisation responsibilities and related duty descriptions.
- Current satisfactory Federal Police Check.

*Sharon Wilkinson*

Manager

I, \_\_\_\_\_ have read and understood the above job description.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_