



POSITION DESCRIPTION

Position Title: Leisure and Lifestyle Worker

Job Purpose:

The Leisure and Lifestyle Worker assists the Leisure and Lifestyle Team Leader with the implementation and delivery of all activities to the residents at Edgarley Assisted Living and to maintain the physical and mental well-being of all residents.

The position reports to the Leisure and Lifestyle Team Leader.

Organisational Values:

Staff are expected to work with the values in mind at all times

PEOPLE	Integrity, respect and humility
RESIDENTS	Empathy, care, respect, acknowledgement, cultural awareness and diversity
PERFORMANCE	Diligent, effective caring, quality
TEAMWORK	Purposeful, integrated, focused, united
CARE	Compassionate, inclusive, proactive, effective
COMMUNITY	To be judged in a positive light and relevant to the community

Privacy and Confidentiality:

It is vital that every member of staff maintain strict confidentiality of all matters relating to the residents and the facility.

Duties:

- Deliver suitable group and individual activities to residents as required
- Organise and deliver designated activities
- Maintain accurate records and documentation
- Liaise with the Leisure & Lifestyle Team Leader to ensure resident’s needs are in line with a care plan requirements
- Assist with activity reviews as required on individual residents
- Organise activities designed to meet the individual needs of the residents
- Participate in the yearly review of the activities program
- Undertake work in a legal and ethical framework
- Cooperate with and support all volunteers
- Undertake all activities in a safe manner and meet all duty of care requirements
- Conduct and report all activities in accordance with EAL policy and procedures

- Provide reports, when requested, in a timely manner

Mandatory Qualifications, Experience and Attributes:

- Maintain current Police check
- Demonstrated commitment to quality service and customer satisfaction
- Empathy with residents
- Ability to assist with the development and implementation of a range of activities
- Ability to adapt to the changing needs of residents
- Good communication and interpersonal skills
- Commitment to confidentiality
- Able to use initiative when required
- Ability to understand and follow instructions
- Computer literacy
- Basic knowledge of Microsoft Office

Desirable Qualifications and Experience:

- Certificate III Aged Care or Certificate IV in Leisure and Health
- Previous experience in the same role
- Understanding of the Charter of Resident's Rights and Responsibilities in Aged Care.
- Understanding of person-centred care.

Performance Review

- Performance will be managed with an annual review
- Agreed set of goal

Key Performance Indicators

Key Result Areas	Key Activities	Standard Measures
Edgarley Values	<ul style="list-style-type: none"> • Demonstrate and uphold the values of Edgarley Assisted Living • Ensure that the values of EAL are incorporated into daily practices in relation to all activities. 	<ul style="list-style-type: none"> • Be compassionate and provide support to staff and customers. • Consistently shows respect and values each person's dignity. • Seeks opportunities to be innovative for improvement. • Is accountable for a high standard of care. • Communicates and operates openly and honestly as an effective team member.
Customer Services	<ul style="list-style-type: none"> • Promotes a resident-focused approach in all activities and behaviours. • Involves the resident in their care. • See the resident as a person. • Treat the resident as an individual. • Includes resident's beliefs and values in the care plan. • Activities are resident-focused based on input from residents. • Structures in place to ensure resident confidentiality are maintained at all times. • Follow care plans that encompass social, emotional, spiritual and recreational needs of residents 	<ul style="list-style-type: none"> • All documents utilise a language that reflects a strong care first and resident-focused approach. • Care reflects an extension of the resident's prior lifestyle. • Residents articulate that they feel that they are the focus of care. • Communication reflects respect and a non-paternalistic manner.
Teamwork	<ul style="list-style-type: none"> • Participates in teamwork which results in the achievement of the organisation objectives. • Effective role modelling. • Demonstrates a positive attitude and commitment to the organisation. • The ability to understand and integrate those behaviours which reflect the Vision, Mission and Core Values of Edgarley Assisted Living • Develops effective reporting practices among health care practitioners. 	<ul style="list-style-type: none"> • Effective teams. • Effectively manages conflict situations. • Gossip is managed. • Evidence of positive culture – core business achieved high staff and resident satisfaction levels, effective use of resources, minimal sick leave levels and high staff retention levels. • Sharing of knowledge with colleagues to optimise outcomes for staff and residents.

	<ul style="list-style-type: none"> • Develops effective communication practices between health care practitioners, and Residents and/or their representatives. • Provide support and assistance in all areas of the facility, as required. 	
Communication	<ul style="list-style-type: none"> • Communicates openly and honestly as an effective team member • Maintains strong communication links with all support services to provide optimal resident care • Demonstrates awareness of the facility needs within the broader Edgarley context • Documentation provides an accurate and objective account of the residents' period in the facility • Restricts discussion of resident information to ensure confidentiality • Evidence of cultural awareness with appropriate communication • Approaches conflict openly using a problem-solving approach 	<ul style="list-style-type: none"> • Promotes behaviours that reflect the Edgarley values and resolve conflict as required • Contributes to facility operation through participation in staff meetings • Establishes effective and appropriate patterns of communication with residents, families, colleagues and management • Practices effective communication at all levels by developing formal and informal networks within the resident care area & related health services in order to coordinate resident care • Assist in ensuring ACFI (Aged Care Funding Instruments) requirements are met
Resident Participation in a Meaningful Activities Program	<ul style="list-style-type: none"> • Creates resident life stories in consultation with Team Leader • Implementation of individual lifestyle programs that meet resident needs and reflect resident interests. • Implementation of group lifestyle programs that meet the majority of resident needs and interests. • Consults with Lifestyle Coordinator regularly in relation to programs and outcomes. • Balances physical, social, educational, entertainment and other appropriate recreational activities to create a normal, healthy home environment and lifestyle. • Ensure that residents are involved in the group and/or individual recreational activities • Reporting any changes in regards to the resident's 	<ul style="list-style-type: none"> • Resident satisfaction with program. • Level of resident engagement with the program. • Resident level of functional ability maintained/optimised. • Creation of an environment which is positive, vibrant, fun and full of meaning for residents

	physical, emotional or mental health to the Team Leader or Registered Nurse in a timely manner.	
Education and Personal Development	<ul style="list-style-type: none"> • Willingness to continue to improve your skills and standards • Maintain industry requirements for your scope of practice • Willingness to suggest further education to be provided at EAL. 	<ul style="list-style-type: none"> • Successfully pass all competency tests and assignments • Full (100%) attendance at all compulsory educational sessions
Quality and Continuous Improvement	<ul style="list-style-type: none"> • Commitment to Quality & Continuous Improvement • Compliance of with Aged Care Accreditation Standards • Compliance with EAL policies and procedures 	<ul style="list-style-type: none"> • Assistance in preparation of the facilities Accreditation application if required • Adherence to EAL policies and procedures
OH&S and Infection Prevention & Control	<ul style="list-style-type: none"> • Strictly follow all OH&S and infection control policies, procedures and processes • Promote best practice OH&S and infection control in their daily tasks • Ensure there is a safe and hazard-free workplace • Follow all necessary controls if and when required • Participate in training and meetings regarding OHS and Infection Control 	<ul style="list-style-type: none"> • Reports hazards, near misses and injuries immediately • Uses personal protective equipment • Comply with risk management policies and procedures and instruction • No Workcover claims through inappropriate practices • No accidents/incidents due to poor work practices

Agreement: I have read, understood and agreed to comply with this job description and key result areas.

Name: _____

Signature: _____ **Date:** ____/____/____

Note: please, enter your initials on each page of this document.