



POSITION DESCRIPTION

Position Title: Leisure and Lifestyle Team Leader

Job Purpose:

The Leisure and Lifestyle Team Leader is responsible for the overall development, delivery, and effective management of all leisure activities to the residents at Edgarley Assisted Living. In addition, this person plays a pivotal role in assisting with maintaining the physical and mental well-being of all residents.

The position reports to the CEO.

Organisational Values:

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

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| 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:

- Organise and deliver suitable group and individual activities to all residents.
- Organise activities designed to meet the individual needs of the residents.
- Liaise with the DON to ensure resident's needs are in line with care plan requirements.
- Maintain accurate records and documentation and provide reports during the Leadership meetings.
- Conduct activity reviews, as required, on individual residents and conduct a complete review of the activities program yearly.
- Undertake work in a legal and ethical framework.
- Coordinate and support all volunteers.
- Safely undertake all activities and meet all duty of care requirements.
- Conduct all activities following EAL policy and procedures.

- Conduct the monthly Residents meeting and take the meeting minutes.
- Deliver training to new Leisure and Lifestyle staff.
- Liaise with HR to ensure compliance when conducting induction of volunteers.

Mandatory Qualifications, Experience and Attributes:

- Certificate III Aged Care or minimum of one year's experience in social activities within a residential care setting or similar
- Maintain current Police check
- Empathy with residents
- Ability to develop and implement a range of leisure activities
- Ability to adapt to the changing needs of residents
- Understanding of the Charter of Resident's Rights and Responsibilities in Aged Care
- Understanding of person-centred care
- Good communication and interpersonal skills
- Commitment to privacy and confidentiality
- Ability to use initiative
- Ability to understand and follow instructions
- Ability to work with minimal supervision
- Commitment to upskilling and education and/or training
- Computer literacy
- Basic knowledge of Microsoft Office

Desirable Qualifications and Experience:

- Certificate IV in Leisure and Health
- Previous experience in the same role

Performance Review

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

Key Performance Indicators

| Key Result Areas | Key Activities | Standard Measures |
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| 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-centred approach in all activities and behaviours. • 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 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. |
| 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 | <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 |

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| | <ul style="list-style-type: none"> • Evidence of cultural awareness with appropriate communication • Approaches conflict openly using a problem-solving approach | <ul style="list-style-type: none"> • coordinate resident care • Assist in ensuring ACFI (Aged Care Funding Instruments) requirements are met |
| Recruitment and Coordination of Volunteers | <ul style="list-style-type: none"> • Interview prospective Volunteers, including reference checking, police check, and providing current PD's and Induction booklet. • Conduct Volunteer Orientation, continuous education, and record in Volunteers Database. • Support and coordinate the Volunteer program, ensuring that guidelines and policies are adhered to. | <ul style="list-style-type: none"> • Effective recruitment and selection of Volunteers to the facility. • Volunteers are appropriately trained and developed for tasks undertaken. • Effective coordination of the Volunteer program. • EAL policies and procedures are adhered to. |
| Regulatory Compliance | <ul style="list-style-type: none"> • Timely incident and hazard reporting. • Active support and demonstration of manutention skills. • Timely and appropriate completion of documentation that maximises funding for lifestyle components. • Works within policy, procedures and accreditation standards. | <ul style="list-style-type: none"> • Adherence to OH&S responsibilities and requirements • Adherence to documentation requirements • Adherence to Aged Care Accreditation Standards • Adherence to Edgarley Health policies and procedures |
| Resident Participation in a Meaningful Activities Program | <ul style="list-style-type: none"> • Creates resident life stories with the team • 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 the DON and CEO 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 physical, emotional or mental health to the DON or | <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 • |

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| | Registered Nurse in a timely manner. | |
| Networking and Community Links | <ul style="list-style-type: none"> • Contact and liaise with community groups. • Facilitate community group visits and encourage residents' participation with wider community. • Support, direct and supervise volunteers assisting with the activities program. | <ul style="list-style-type: none"> • Community groups visit the facility. • Residents attend community activities. • Maintenance and development of relationships with existing and potential volunteers. |
| 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 | <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 with Aged Care Accreditation Standards • Compliance with EAL policies and procedures | <ul style="list-style-type: none"> • Participation in monthly Leadership meeting • 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 | <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.