

## Position Description

Position Title	Lifestyle Coordinator
Position Number	30103419
Division	Aged Care, Public Health, Aboriginal and Diversity Services
Department	Simpkin House
Enterprise Agreement	Health And Allied Services, Managers and Administrative Workers (Victorian Pub Sector)(Single Interest)EnterpriseAgreement 2021-2025
Classification Description	Leisure and Lifestyle Assistant Grade 3
Classification Code	IN33
Reports to	Nurse Unit Manager
Management Level	Non Management
Staff Capability Statement	Please click here for a link to <a href="#">staff capabilities statement</a>
Mandatory Requirements	<ul style="list-style-type: none"> <li>• National Police Record Check</li> <li>• National Disability Insurance Scheme (NDIS) Check</li> <li>• Drivers Licence</li> <li>• Immunisation Requirements</li> </ul>

## Bendigo Health

Bendigo Health is a leading regional health service, learn more about us by visiting our website: [Bendigo Health Website - About Bendigo Health](#)

Our organisation is a child safe organisation, committed to the safety and wellbeing of all children and young people. All Aboriginal and Torres Strait Islander adults, children and families will be supported to express and be proud of their culture in an environment that is culturally safe and supported.

## Our Vision

Excellent Care. Every Person. Every Time.

## Our Values

CARING – We care for our community,

PASSIONATE – We are passionate about doing our best,

TRUSTWORTHY - We are open, honest and respectful

## The Position

In collaboration with the consumer and the Nurse Unit Manager, this role is responsible for developing, implementing, and evaluating a range of unit-based activities that reflect each consumer's assessed and stated needs. The position ensures that every consumer has an individualised lifestyle plan, created in consultation with the consumer and/or their representative, which is regularly reviewed and updated in line with the Unit's documentation and evaluation protocols.

# Responsibilities and Accountabilities

## Key Responsibilities

### 1. Specific responsibilities:

- Responsible and accountable for the development of the annual activities plan for the home in consultation with consumers and the team.
- Responsible and accountable for compiling care plans and profiles of consumers with supporting documentation in consultation with the consumer and the team.
- Responsible and accountable for maintaining a comprehensive record of consumer's preferences and attendance at lifestyle programs in consultation with the team.
- Responsible for comfort and safety of consumer's during lifestyle activities/diversional therapy within, and external, to the home.
- Supports and promotes consumers continuing links with the wider community through involvement/ participation with community groups/volunteers.
- Ability to drive and operate the mini bus hoist.
- Other duties as determined by Nurse Manager/ Care Manager
- Maintain accurate and up to date records, statistics and reports

### 2. Organisational responsibilities:

- Ensure compliance with Bendigo Health risk management policy and guidelines.
- To promote the Bendigo Health within, and external to the organisation.
- To communicate effectively within and external to Bendigo Health.
- To participate in service development.
- To participate in team/departmental meetings and other organisational meetings as required
- To participate in staff development and training as required (including annual mandatory training in fire/emergency, 'no lift', cardio-pulmonary resuscitation & infection control), and maintain a personal record of activities completed.
- To promote practices, which comply with the policies and procedures of Bendigo Health and actively participate in the maintenance of relevant policies and procedures to ensure best practice.
- To contribute to the collection of relevant clinical data.
- Implement and comply with the policies and procedures of the Food Services Department

### 3. Residential services specific activities

- To ensure a current understanding of contemporary issues and practices affecting the holistic management of aged care consumers (ie complex physical needs of consumers

formulating plans to support behaviors relating to dementia/depression, younger people with acquired brain injuries).

- To maintain a current knowledge of the documentation required for Aged Care and ensure their implementation to optimise consumer outcomes.
- To maintain a practical working knowledge of Aged Care legislation including but not limited to: You are required to notify your employer and document all incidents of alleged or suspected assaults (including unreasonable use of force and unlawful sexual contact) so that the appropriate response can be undertaken to ensure the health, safety and wellbeing of consumers, and to meet record keeping responsibilities under the Act and NDIS legislative requirements.
- The law also requires staff to report missing consumers in certain circumstances so Bendigo Health can respond in line with legislation.

Employees are required to carry out lawful directions outlined above or delegated to them. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

## Key Selection Criteria

### Essential

1. IN33 –Grade 3 (Lifestyle Coordinator) classification requirements:
  - a. Capable of performing work within the scope of a qualified Lifestyle Assistant Coordinator **and holds at least one (1) of the below certificates;**
  - b. Certificate III in Aged Care with at least 12 months full-time experience working as a Lifestyle Assistant Grade 1; or
  - c. A Certificate IV in Leisure and Health and 6 months experience (full time equivalent) as a Grade 1 Lifestyle Assistant.
2. Responsible for the development, implementation, evaluation and continuous improvement of leisure and lifestyle programmes.
3. Responsible for the supervision, work allocation, rostering and guidance of other Lifestyle Assistants.
4. Food Handlers Certificate
5. Current Drivers Licence (manual).
6. Passion for working with the elderly, people living with dementia and an understanding of palliative care in aged care.

### Desirable

7. Demonstrated effective communication skills, both written and verbal, sound computer knowledge and skills.
8. Well-developed organisational and time management skills with the ability to work independently and in a team environment
9. Demonstrated understanding of the social, cultural and human needs of consumers within an aged residential setting and an awareness of current trends in relation to Lifestyle activities
10. An understanding of the Aged Care Quality Standards and documentation requirements for residential aged care.

## Personal Attributes

1. High level of self-confidence and personal resilience.
2. Ability to interact and communicate with a diverse range of people at all levels.
3. A personal approach which is positive, enthusiastic, friendly and helpful.
4. A willingness and ability to learn.
5. Ability to give excellent customer service to both internal and external customers.
6. Ability to introduce new concepts through innovation, influencing, negotiating and persuasion skills.
7. Ability to work as part of a team, as well as to work independently.
8. Ability to adapt to change and develop personal resilience.

## Generic Responsibilities

All Bendigo Health staff are required to:

- Adhere to the **Victorian Government's Code of Conduct**
- Uphold **Occupational Health and Safety** responsibilities, including self-care, safeguarding others, and participating in safety initiatives and reporting.
- Comply with all **Bendigo Health policies and procedures**, including those related to clinical, managerial, and standard work practices.
- Follow **Infection Control** procedures to prevent cross-contamination and ensure the health and safety of all.
- Maintain **strict confidentiality** regarding all organisational, patient, and staff information.
- Engage in **continuous quality improvement** activities aligned with the National Safety and Quality Health Service Standards (NSQHSS).
- Recognise and respect **diversity**, fostering inclusive practices in the workplace and service delivery.
- Staff must carry out all lawful and reasonable directions and comply with relevant professional standards and ethical codes.
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Bendigo Health.
- Maintain ability to perform the inherent requirements of this role. Inherent requirements are the essential tasks necessary to perform this role, including reasonable adjustments. Bendigo Health is committed to a safe workplace that supports all employees. The role may require specific physical and cognitive abilities, which can be discussed with the manager during recruitment or at any time. We understand that personal circumstances can change and impact your ability to meet these requirements; additional policies are available to guide you through this process. Please request the relevant procedures for more information.

*All Bendigo Health sites, workplaces and vehicles are smoke free.*

*This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.*