

## Position Description

Position Title	Lifestyle Coordinator
Position Number	30008808
Division	Community and Continuing Care
Department	Stella Anderson
Enterprise Agreement	Health And Allied Services, Managers and Administrative Workers (Victorian Pub Sector)(Single Interest)EnterpriseAgreement 2021-2025
Classification Description	Leisure Lifestyle Assist G3
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>• Working with Children Check</li> <li>• National Disability Insurance Scheme (NDIS) Check</li> <li>• Registration with Professional Regulatory Body or relevant Professional Association</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

The Lifestyle Coordinator works with consumers and the Nurse Unit Manager to plan, implement, and evaluate personalised activities that meet each consumer's assessed needs. They ensure every consumer has an individualised lifestyle plan, developed in consultation with the consumer or their representative, and regularly reviewed to support engagement, wellbeing, and quality of life.

## Responsibilities and Accountabilities

### Key Responsibilities

- Develop and implement annual activity plans in consultation with consumers and the team.
- Compile and maintain consumer care plans, profiles, and supporting documentation.
- Record consumer preferences and attendance at lifestyle programs.
- Ensure comfort, safety, and engagement of consumers during internal and external activities.
- Facilitate consumer participation in community groups and volunteer activities.
- Operate and drive the mini bus with hoist as required.
- Perform other duties as directed by Nurse/Care Manager.
- Maintain accurate records, statistics, and reports.
- Comply with Bendigo Health policies, risk management guidelines, and Food Services procedures.
- Promote Bendigo Health internally and externally, and communicate effectively.
- Participate in service development, team meetings, and organisational initiatives.
- Undertake required training and maintain personal development records.
- Support policy and procedure compliance to ensure best practice.
- Contribute to collection of relevant clinical data.
- Maintain knowledge of contemporary aged care practices, including complex physical needs, dementia, depression, and acquired brain injuries.
- Ensure accurate documentation and compliance with aged care legislation and NDIS requirements.
- Report incidents of abuse, missing consumers, or other legislated events as required.
- Comply with lawful directions and relevant professional standards, codes of conduct, and ethics

## Key Selection Criteria

### Essential

1. IN33 –Grade 3 (Lifestyle Coordinator) classification requirements:
  - Capable of performing work within the scope of a qualified Lifestyle Assistant Coordinator and holds at least one (1) of the below certificates;
  - Certificate III in Aged Care with at least 12 months full-time experience working as a Lifestyle Assistant Grade 1; or
  - 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.

## 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.*