

Position Description

Position Title	Lifestyle Activity Coordinator
Position Number	30013413
Division	Clinical Operations
Department	Ward 5C
Enterprise Agreement	Health And Allied Services, Managers and Administrative Workers (Victorian Pub Sector)(Single Interest)EnterpriseAgreement 2025-2027
Classification Description	Leisure and Lifestyle Assistant Grade 3
Classification Code	IN33
Reports to	Nurse Unit Manager Ward 5C
Management Level	Non Management
Staff Capability Statement	Please click here for a link to staff capabilities statement
Mandatory Requirements	- National Police Record Check - Immunisation Requirements

Bendigo Health

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

As an organisation we are committed to delivering safe, inclusive and high-quality care to our diverse communities across the Loddon Mallee Region. We value and respect the unique backgrounds, cultures and experiences of the people we serve and those who work with us.

We are a proud child safe organisation, dedicated to the safety, wellbeing and voice of all children and young people. We are committed to creating a culturally safe and welcoming environment where Aboriginal and Torres Strait Islander peoples—adults, children and families—are respected, supported and empowered to express and celebrate their culture.

Our Vision

To be a trusted regional healthcare service recognised for delivering exceptional care, being a great place to work, and being deeply connected to our community.

Our Values

PASSIONATE – We are passionate about doing our best – for our patients, our colleagues and our community.

ACCOUNTABLE – We take ownership of our actions and outcomes, always striving for integrity and improvement.

CARING – We care deeply for our community – and our community cares for us. Compassion is at the heart of everything we do.

TRUSTWORTHY - We are open, honest and respectful in all that we do – earning the trust placed in us every day.

The Position

The Lifestyle Activity Coordinator reports to the Nurse Unit Manager (or delegate) and is responsible for organising and delivering a continuous, patient-centred activity program across Ward 4C and 5C.

This role operates independently and is accountable for planning, implementing and evaluating a variety of therapeutic and recreational activities that align with each patient's assessed and expressed needs, supporting engagement, wellbeing and meaningful daily structure on the ward

Responsibilities and Accountabilities

- Plan, organise and facilitate structured activity program for patients.
- Deliver individual and group activities that support patient engagement, wellbeing, recovery and meaningful occupation.
- Liaise with nursing staff, allied health and the Nurse Unit Manager (or delegate) to identify patient needs and tailor activities accordingly.
- Ensure all activities are safe, appropriate and inclusive for patients with varying abilities and clinical presentations.
- Prepare, maintain and store activity resources, equipment and materials.
- Contribute to creating a calm, supportive and therapeutic environment within the unit.
- Maintain a consistently delivered activity schedule within rostered hours.
- Uphold all organisational policies, procedures and safety requirements when conducting activities.
- Ensure patient dignity, privacy and cultural needs are respected at all times.
- Escalate any clinical or behavioural concerns to nursing staff immediately.
- Evaluate activity outcomes and adjust the program based on patient feedback and observed needs.
- Communicate effectively with the Nurse Unit Manager (or delegate) regarding program performance, challenges and resource requirements.
- Participate in team communication, handovers and feedback processes to support holistic patient care.

Key Responsibilities

Demonstrated ability to plan, facilitate and evaluate group and individual activities

- Proven skills in delivering recreational, therapeutic or lifestyle-based programs that promote engagement, wellbeing and recovery.

Strong interpersonal and communication skills

- Ability to build rapport with patients, collaborate effectively with multidisciplinary teams, and communicate respectfully and professionally.

Understanding of patient-centred care principles

- Ability to adapt activities to the diverse physical, cognitive and emotional needs of patients in an acute or subacute healthcare environment.

Ability to work independently within a ward environment

- Demonstrated capacity to self-manage workload, prioritise tasks and maintain a consistent activity schedule.

Knowledge of safe work practices and organisational procedures

- Understanding of occupational health and safety requirements and ability to ensure a safe environment for all participants.

Documentation and record-keeping skills

- Ability to accurately document patient participation, progress and any relevant observations in accordance with ward and organisational standards.

Commitment to continuous improvement

- Willingness to evaluate the activity program, seek feedback and contribute to service development.

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. A personal approach which is positive, enthusiastic, friendly and helpful.
3. A willingness and ability to learn.
4. Contributes to the development, implementation and ongoing improvement of leisure and lifestyle programs that support the wellbeing and individual needs of patients/residents.
5. Demonstrated ability to contribute to and practice collaboratively as part of a multidisciplinary team.
6. Demonstrated ability to communicate effectively with patients, visitors and staff at all levels within the organisation.
7. Ability to operate in an environment of change.
8. Ability to interact and communicate with a diverse range of people.

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.

- Support research activities in alignment with the National Clinical Trials Governance Framework to ensure high-quality, safe, and ethical clinical trials and research practices across Bendigo Health
- 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.