Position Description

Position Title	Lifestyle Assistant
Position Number	30101879
Division	Community and Continuing Care
Department	Carshalton House
Enterprise Agreement	Health And Allied Services, Managers and Administrative Workers (Victorian Pub Sector)(Single Interest)Enterprise Agreement 2025-2027
Classification Description	Leisure and Lifestyle Assistant G 1 - G 2
Classification Code	IN31 - IN32
Reports to	Nurse Unit Manager
Management Level	Non Management
Staff Capability Statement	Please click here for a link to staff capabilities statement
Mandatory Requirements	• National Police Record Check • Aged Care Banning Order Register • National Disability Insurance Scheme (NDIS) Check • Immunisation Requirements • Drivers Licence

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

All staff at Bendigo Health should have, or aspire to the personal qualities, knowledge and skills as described in the Bendigo Health Staff Capabilities Statement. Refer to link at top of page.

- In conjunction with the consumer/Lifestyle Coordinator/Facility Manager / Clinical Manager develops, plans, implements and evaluates a range of unit-based activities in response to consumer's assessed and stated needs.
- Ensures each consumer has an individual lifestyle plan formulated with consumer/relative consultation that is reviewed and evaluated in line with the Unit's documentation protocol.

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Responsibilities and Accountabilities

Key Responsibilities

1. Specific responsibilities:

- In conjunction with the Lifestyle Coordinator actively participate in the development of the annual activities plans for the home.
- Together with the Lifestyle Coordinator, compile care plans, profiles and supporting documentation for consumers.
- Maintain a comprehensive record of consumer's preferences and attendance at lifestyle programs.
- Support the lifestyle Coordinator to support and provide information for volunteers.
- Provide comfort and safety of consumer's during lifestyle activities/diversional therapy within and external to the home.
- Support and promotes consumer's continuing links with the wider community through involvement/ participation with community groups/volunteers.
- Drive and operate the mini bus and bus hoist.
- Maintain accurate records, statistics and reports as needed
- Other duties as determined by Lifestyle Coordinator/Nurse Manager/Care Manager

2. Organisational responsibilities:

- Ensure compliance with BH risk management policy and guidelines.
- To promote the Bendigo Health Care Group within, and external to the organisation.
- To communicate effectively within and external to Bendigo Health.
- To promote practices, which comply with the policies and procedures of BH and actively participate in the maintenance of relevant policies and procedures to ensure best practice.
- To participate in service development as required.
- 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 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 (i.e., complex physical needs of consumers, formulating plans to support behaviour 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 inclusive of the Aged Care Quality Standards
- 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. Food Handlers Certificate
2. IN31 – Grade 1 Classification requirements
   Evidence of experience performing work within the scope of an unqualified Lifestyle Assistant under limited supervision
3. IN32 – Grade 2 Classification requirements
   Evidence of experience in performing work within the scope of a qualified Lifestyle Assistant 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 Grade 1 Lifestyle Assistant; or
   A Certificate IV in Leisure and Health and evidence of at least 6 months experience (full time equivalent) as a Grade 1 Lifestyle Assistant

Desirable

4. Demonstrated effective communication skills, both written and verbal, sound computer knowledge and skills.
5. Interest and passion in providing evidence-based Dementia care and understands the principles of person-centred care delivery
6. Sound time management and interpersonal skills with the ability to work independently and in a team environment.
7. Demonstrated understanding of the social, cultural and human needs of consumers within an aged residential setting.
8. Knowledge and demonstrated ability in documentation requirements for residential aged care.

9. Understanding of the Aged Care Quality Standards

Personal Attributes

10. A high level of self-confidence and a personal approach which is positive, enthusiastic, friendly and helpful to internal and external customers
11. Ability to introduce new concepts through innovation, influencing, negotiating and persuasion skills.

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.