

Position Description

Position Title	Lifestyle Coordinator
Position Number	30103419
Division	Community and Public Health Services
Department	Simpkin House
Enterprise Agreement	VPHS (Health and Allied Services, Managers and Administrative Workers) Single Interest Enterprise Agreement 2021-2025
Classification Description	Leisure and Lifestyle Assistant Grade 3
Classification Code	IN33
Reports to	Nurse Unit Manager
Management Level	Tier 4 - Shift Managers, Team Leaders & Supervisors
Staff Capability Statement	Please click here for a link to staff capabilities statement

Bendigo Health

With more than 5,000 staff and volunteers and covering an area a quarter of the size of Victoria, Bendigo Health, is an expanding regional health service offering the advantages of city life combined with the beauty and freedom that comes from living in a regional area.

Bendigo Health is a 700 bed service that treats more than 45,000 inpatients, triages more than 65,000 emergency attendees and welcomes more than 1,600 new born babies in a year. In addition more than 15,000 operations are performed in our operating theatres and more than 100,000 occasions of services are provided in our clinics to outpatients.

The organisation provides services in emergency, maternity, women's health, medical imaging, pathology, rehabilitation, community services, residential aged care, psychiatric care, community dental, hospice/palliative care, cardiology, cancer services and renal dialysis to the people of the Loddon Mallee region.

With our main campus based in Bendigo, our services extend throughout the Loddon Mallee with sites in areas such as Mildura, Echuca, Swan Hill, Kyneton and Castlemaine.

Demand on services is increasing rapidly with Bendigo being one of Victoria's fastest growing regional cities.

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

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.

Community and Public Health Services Division / Residential Services Division

The Community and Public Health Services Division has a primary focus on improving the health outcomes of the communities in our region. With a range of local and regional programs supporting place-based health promotion, prevention, care and support, they work collaboratively with other Divisions and regional partnerships and networks to support quality outcomes. The Division has a strong leadership role in the Loddon Mallee Region and is committed to ensuring processes are in place to deliver on our services.

The Division provides support for the Public Health Unit, Community Services, Aged Care Residential Services (200+ residents), Infection Prevention & Control and Public Private Partnership (PPP) and has key roles in public health, inclusive of health promotion and prevention, Aboriginal Services, vaccination/testing clinics, infection control practices, Bendigo Hospital maintenance, carer support and community nursing.

In addition, the Community and Public Health Services Division holds the professional portfolio of Chief Nursing and Midwifery Officer. Nurses are the largest work group within Bendigo Health and the position is focused on supporting our nursing workforce to feel valued and empowered.

The Residential Services Team

Bendigo Health's Residential Services provides accommodation for 265 older residents of Bendigo and surrounding areas who require low- and high-level care. Also known as hostels and nursing homes, our facilities are spread over multiple campuses:

- Gibson Street Complex is located at 26 Gibson Street, Bendigo. It includes
 - Joan Pinder Nursing Home with 60 beds
 - Stella Anderson Nursing Home with 60 beds
- Simpkin House, is located at 6 Gibson Street and consists of a 30 psycho-geriatric beds.
- Specialist Dementia Care Program Unit consists of 9 beds offering temporary care with a goal to stabilise and reduce a person's behavioural symptoms with a supported transition into a less intensive care setting
- Golden Oaks Complex is located in Stoneham Street, Golden Square. It includes:
 - Golden Oaks Nursing Home with 60 beds
 - Carshalton House with 45 beds.

The residential services team provide high quality of care in all our residential care facilities. Our homes accommodate and care for some of the most vulnerable older people in our community. The team strives for service excellence through innovation and constantly monitoring our care standards and seeking to do things better.

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 liaison with the consumer and Nurse Unit Manager develop, plan, implement and evaluate a range of unit-based activities in response to consumers 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.

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.

Generic Responsibilities

Code of Conduct - The Victorian Government's Code of Conduct is binding on all Bendigo Health staff. Contravention of a provision in the code may constitute misconduct and/ or regarded as a breach of the employee's employment agreement and will be dealt with under the organisations Counselling and Disciplinary Action Policy.

Compliance with policies and procedures - All Bendigo Health's policies and procedures are set out in its clinical and managerial policy manuals located on the intranet under PROMPT and in hard copy. All staff must ensure they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breach in compliance may result in disciplinary action. All staff must complete mandatory training and competencies as per the Bendigo Health Mandatory Training and Required Learning Policy.

Occupational Health and Safety - Every staff member has the responsibility to take reasonable care of their own health and safety and the safety of others, to cooperate with Bendigo Health's OH&S policies and to participate in appropriate safety education and evaluation activities. All staff are expected to participate in reporting any health, safety and wellbeing issues. Any breach in compliance may result in disciplinary action.

Infection Control - Every staff member has the responsibility to minimise incidents of infection/ cross infection of residents, staff, visitors and the general public. All staff must adhere to the policies and procedures as set out in Bendigo Health's infection control manuals. Any breach in compliance may result in disciplinary action.

Confidentiality - All information concerning Bendigo Health, its patients, clients, aged care consumers, NDIS recipients and staff should remain strictly confidential. Any unauthorised disclosure of such information may result in disciplinary action.

Quality Improvement - Bendigo Health is dedicated to improving the quality and safety of health services by providing care within the following domains of quality: Consumer Participation, Clinical Effectiveness, Effective Workforce and Risk Management. As a result, we apply the concept of the quality cycle for all our

quality activities, initiatives and projects thereby ensuring the best possible care and treatment results are achieved. The underlying principle of the cycle is that an activity is not complete until evaluation shows that it has been effective and reached the desired outcome. As a Bendigo Health employee you have a responsibility to participate in and commit to ongoing quality improvement activities using the framework of the NSQHSS (National Safety and Quality Health Service Standards) and the Aged Care Quality Standards.

Diversity – Each person has a right to high-quality health care and opportunities regardless of diversity factors, which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age and socio-economic status. Every staff member has a responsibility to recognise and respect diversity. Inclusiveness improves our service to our community and promotes engagement amongst staff.

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

- 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.
- Responsible for the development, implementation, evaluation and continuous improvement of leisure and lifestyle programmes.
- Responsible for the supervision, work allocation, rostering and guidance of other Lifestyle Assistants.
- Food Handlers Certificate
- Current Drivers Licence (manual).
- Passion for working with the elderly, people living with dementia and an understanding of palliative care in aged care.

Desirable

- Demonstrated effective communication skills, both written and verbal, sound computer knowledge and skills.
- Well-developed organisational and time management skills with the ability to work independently and in a team environment
- 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
- An understanding of the Aged Care Quality Standards and documentation requirements for residential aged care.

Personal Attributes

- High level of self-confidence and personal resilience.
- Ability to interact and communicate with a diverse range of people at all levels.

- A personal approach which is positive, enthusiastic, friendly and helpful.
- A willingness and ability to learn.
- Ability to give excellent customer service to both internal and external customers.
- Ability to introduce new concepts through innovation, influencing, negotiating and persuasion skills.
- Ability to work as part of a team, as well as to work independently.
- Ability to adapt to change and develop personal resilience.

Mandatory Requirements

National Police Record Check A current and satisfactory National Police Record Check must be completed by all new staff prior to commencement at Bendigo Health.

Aged Care Banning Order Register All new staff are checked against the aged care quality and safety commission banning order register, and must be clear of a general application. If a limited application is in place a suitability assessment will be completed prior to issuing a contract of employment

Immunisation As a health provider dedicated to providing quality patient care, we all need to be aware of the critical importance of infection control. Each staff member has a responsibility to comply with Bendigo Health's Staff Immunisation Policy and various infection control policy and procedures. All staff are required to provide evidence of vaccinations prior to commencement at Bendigo Health

National Disability Insurance Scheme (NDIS) Check Completion of a clear National Disability Insurance Scheme (NDIS) Check must be undertaken for all positions providing services under the NDIS. A NDIS check is required to be completed prior to commencement at Bendigo Health where the position involves working within a Disability Service or providing service under the NDIS.

Drivers Licence A current Victorian driver's licence (manual) is required for this position.

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.