



<b>Position Description</b>	<b>Form no:</b>
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<b>POSITION</b>	<b>LEISURE &amp; LIFESTYLE ASSISTANT</b>	<b>PD No:</b>
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<b>ROLE PURPOSE</b>	The Leisure and Lifestyle Assistant works closely with the Leisure & Lifestyle Coordinator to deliver high quality recreation and community programs to promote individual resident lifestyles.
<b>REPORTS TO</b>	Leisure & Lifestyle Coordinator
<b>KEY SELECTION CRITERIA</b>	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. Experience in delivery of leisure and lifestyle programs</li> <li>2. Experience working with older people in a comparable setting.</li> <li>3. Demonstrated empathy with the elderly</li> <li>4. First aid certificate</li> <li>5. Well developed verbal and written communication skills</li> <li>6. Initial and ongoing employment is subject to satisfactory police check with no disclosure of criminal record.</li> </ol> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>7. Formal relevant qualifications</li> <li>8. Membership of relevant professional group/s, association/s and or network group.</li> </ol>
<b>SKILLS</b>	<ul style="list-style-type: none"> <li>• Refer to Position Description Skills and Training Analysis page 4 of 4.</li> </ul>
<b>CONDITIONS OF EMPLOYMENT</b>	<ul style="list-style-type: none"> <li>• According to the Aged Care Award 2014, Karingal Hostel Enterprise Agreement and Contract of Employment</li> </ul>
<b>PHYSICAL STANDARDS (approximate)</b>	<ul style="list-style-type: none"> <li>• Walk / Stand 40 % of the time</li> <li>• Sit for some activities and documentation 30% of the time</li> <li>• Bend, squat up to 25% of the time</li> <li>• Push residents in a wheelchair and assist in and out of the bus 5-10% of the time</li> </ul>
<b>REPORTING RELATIONSHIPS</b>	<ul style="list-style-type: none"> <li>• Leisure &amp; Lifestyle Coordinator</li> <li>• Reports any concerns to the Leisure &amp; Lifestyle Coordinator or the RN in Charge</li> </ul>
<b>MAIN RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>• Under direction of Leisure &amp; Lifestyle Coordinator, implement activities within the lifestyle program</li> <li>• Assist with professional care practice related to the lifestyle program</li> <li>• Support program volunteers</li> </ul>



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<b>PERFORMANCE APPRAISAL</b>	<ul style="list-style-type: none"> <li>Initial 3 monthly, then annually by the Leisure &amp; Lifestyle Coordinator or, as requested by employer or employee.</li> </ul>	
<b>Key Result Area (KRA)</b>	<b>Performance Criteria</b>	<b>Key Performance Indicators (KPI)</b>
<b>PROFESSIONAL CONDUCT</b>	<ol style="list-style-type: none"> <li>1. Demonstrates a high standard of personal appearance and conduct. Maintains clean, neat, tidy, punctual, and respectful language and manner toward residents, visitors and staff.</li> <li>2. Information related to a resident or staff member is never discussed with anyone other than the relevant staff member providing service.</li> <li>3. Demonstrates a flexible and enthusiastic attitude toward undertaking a variety of tasks with a team approach.</li> <li>4. Maintains a positive and constructive aura that promotes confidence in those around them</li> <li>5. Demonstrates effective communication and interpersonal skills.</li> <li>6. Builds and maintains effective relationships with residents and families/friends.</li> <li>7. Utilise opportunities to improve customer service to residents through the use of improvement logs, strategic planning, future programs etc.</li> </ol>	<ul style="list-style-type: none"> <li>Contributes &amp; positively supports team's efforts.</li> <li>Provides &amp; receives constructive &amp; timely feedback</li> <li>Resident's needs &amp; preferences acted upon in a positive manner</li> <li>Positive and harmonious relationships maintained</li> <li>Prompt response to enquiries</li> </ul>
<b>1.0 SAFETY</b>	<ol style="list-style-type: none"> <li>1. Participates in Karingal's risk management program and contributes to a clean, safe work environment to ensure health and safety of residents, visitors and personnel.</li> <li>2. Reports immediately any equipment or situation with potential to be OHS issue.</li> <li>3. Reports immediately any situation of or suspected to be elder abuse according to Karingal's policies and procedures</li> <li>4. Participates in problem solving processes to resolve health and safety issues.</li> <li>5. Displays responsibility for self, team and environment</li> </ol>	<ul style="list-style-type: none"> <li>Attends and contributes at Meetings</li> <li>Follows Incident Reporting Process</li> <li>Demonstrates positive &amp; proactive approach</li> </ul>

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<b>QUALITY IMPROVEMENT</b>	<ol style="list-style-type: none"> <li>1. Provides competent care/service in accordance with Karingal's documented policies and procedures, and legislative requirements relevant to role.</li> <li>2. Logs Improvement Suggestion on MANAD when there is an identified need.</li> <li>3. Actively participates and demonstrates commitment to continuous improvement of services provided, e.g. through ongoing education, review of procedures, evaluation of new products and equipment.</li> <li>4. Participates and contributes to OH&amp;S activities to ensure a safe work environment.</li> <li>5. Attends all mandatory training and team meetings.</li> <li>6. Is responsive to needs of residents and changing service environment.</li> <li>7. Exercises initiative in making improvements to work processes</li> </ol>	<ul style="list-style-type: none"> <li>• Quality Activity Reports</li> <li>• Attends mandatory training &amp; meetings</li> <li>• Actively seeks new ideas and improvement</li> <li>• Strives for best practice</li> <li>• Embraces and adapts to change</li> </ul>	
<b>KNOWLEDGE &amp; SKILLS</b>	<ol style="list-style-type: none"> <li>1. Maintains own knowledge and skills through participation in-service and continuing education, including mandatory training, staff meetings, reading staff bulletins etc</li> <li>2. Annual training objectives completed to ensure skills and knowledge development to fulfil role.</li> <li>3. Membership to professional association, network or peer association.</li> <li>4. Demonstrates knowledge and experience in the provision of recreational and volunteer programs to meet the needs of residents.</li> <li>5. Demonstrates knowledge and experience in aged care, and commitment to implementing high quality lifestyle programs and activities.</li> <li>6. Demonstrates an understanding of the differing cognitive, social, spiritual, and cultural needs of the residents and how this influences individual needs.</li> <li>7. Records information about individual resident's interests/activities.</li> <li>8. Annual training objectives completed following appraisal to ensure skills and knowledge development to fulfil role.</li> </ol>	<ul style="list-style-type: none"> <li>• Attendance Records</li> <li>• Accreditation standards met</li> <li>• Understanding and adherence to Karingal's policies and procedures</li> <li>• Individual resident's needs met</li> </ul>	
<b>LIFESTYLE PROGRAM</b>	<ol style="list-style-type: none"> <li>1. Assists the Leisure &amp; Lifestyle Coordinator to implement and evaluate a leisure &amp; lifestyle program that provides a range of individual, group and community activities according to residents individual assessed mental, physical, social, cultural and spiritual needs and preferences. Tailors programs to meet individual needs.</li> <li>2. In consultation with the Leisure &amp; Lifestyle Coordinator conducts activities according to the documented program, policies and procedures.</li> <li>3. Supports volunteers on a day to day basis.</li> </ol>	<ul style="list-style-type: none"> <li>• Appropriate records kept</li> <li>• Compliance with P&amp;P and program.</li> <li>• Volunteer satisfaction &amp; retention.</li> </ul>	



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<b>PROFESSIONAL CARE PRACTICE</b>	<ol style="list-style-type: none"> <li>1. Participates in completion of social profiles and the development, implementation and evaluation of resident care plans for leisure, interests and activities</li> <li>2. Documents resident participation for each activity in resident's file.</li> <li>3. Exceptions to the care plan are verbally communicated to the Leisure &amp; Lifestyle Coordinator or RN in Charge and documented in the resident's file.</li> </ol>	<ul style="list-style-type: none"> <li>• Appropriate records kept</li> <li>• MANAD utilised</li> </ul>
<b>ADMINISTRATION</b>	<ol style="list-style-type: none"> <li>1. Demonstrates effective organisational and administrative skills.</li> <li>2. Demonstrates ability to work with volunteers and other personnel to facilitate a range of activities.</li> <li>3. Contribute to development of annual lifestyle plans.</li> <li>4. Records details of resident participation and satisfaction as feedback into program evaluation.</li> </ol>	<ul style="list-style-type: none"> <li>• MANAD utilised</li> <li>• Timeframes met</li> <li>• Resources used in a responsible, cost effective manner</li> <li>• Appropriate records kept</li> </ul>
<b>TEAMWORK</b>	<ol style="list-style-type: none"> <li>1. Assists Community Visitors/Activities assistants, Volunteers and other personnel.</li> <li>2. Supports the Leisure &amp; Lifestyle Coordinator in the orientation of new team members to achieve a thorough understanding of Karingal's lifestyle program.</li> <li>3. Promotes positive attitudes towards ageing.</li> </ol>	<ul style="list-style-type: none"> <li>• Team goals achieved</li> <li>• Successful orientation of new team members</li> <li>• Attendance at meetings</li> </ul>