

## POSITION DESCRIPTION

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| <b>Position Title:</b>  | Lifestyle Coordinator  |
| <b>Direct Supervisor:</b>   | Residential Manager  |
| <b>Direct Reports:</b>  | Volunteer Coordinator, Lifestyle Assistants, Allied Health Assistants  |
| <b>Key Relationships:</b>   | Quality Coordinator, Clinical Nurses, Admissions & Resident Advocate.  |
| <b>MAIN PURPOSE OF POSITION:</b>  |  |
| The primary purpose of this role is to coordinate and supervise comprehensive lifestyle and allied health programs for residents. |  |
| <b>Key Accountabilities</b>   | <b>Standards of Performance</b>  |
| Occupational Safety & Health  | <ul style="list-style-type: none"> <li>▪ Actively support the CapeCare OS&amp;H strategic objectives through the work responsibilities of this position and continually strive for improvements.</li> <li>▪ Observe and comply with all health and safety instructions, procedures, signs and notices relating to your work and correctly use the appropriate protective clothing and equipment supplied.</li> <li>▪ Follow Infection Prevention and Control procedures and standards relevant to the role.</li> <li>▪ Use correct documented procedures to correct, if possible, and immediately report any unsafe situations, near-miss incidents and all work related injuries.</li> <li>▪ Maintain good housekeeping at all times.</li> </ul>  |
| Personal Leadership   | <ul style="list-style-type: none"> <li>▪ Acts with honesty, empathy and kindness towards co-workers and clients.</li> <li>▪ Engages and works collaboratively with others through a shared purpose to achieve goals.</li> <li>▪ Has a thorough awareness of cultural safety and conducts themselves to operate inclusivity.</li> <li>▪ Takes responsibility on an individual level to strive for excellence;</li> <li>▪ Accepts and responds constructively to feedback.</li> <li>▪ Is aware of own strengths and limitations and seeks help from others as required;</li> <li>▪ Adapts communication style and messages to suit different personalities and cultures.</li> <li>▪ Manage within own areas of responsibility the businesses resources to achieve organisational goals within a dynamic operating environment and in accordance with regulatory governance, risk management, ethical, equity and commercial requirements.</li> <li>▪ Support a working environment that encourages creative, holistic approaches to improvement, innovation and transformation within the organisation.</li> </ul> |
| Risk  | <ul style="list-style-type: none"> <li>▪ Be aware of and understand CapeCare's Risk Management Framework, related objectives and procedures.</li> <li>▪ Understand and proactively contribute to managing risk and to promote a culture of participation in the risk process.</li> <li>▪ Protect CapeCare from adverse incidents, leading to the reduction of its exposure to risk and to mitigate and control risk should it occur.</li> </ul>  |
| Quality   | <ul style="list-style-type: none"> <li>▪ Ensure compliance with and actively contribute to quality improvement activities in CapeCare through initiating continuous improvement suggestions and encourage others to make suggestions as required.</li> <li>▪ Contribute effectively towards the organisation's quality accreditation processes.</li> </ul>   |

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|  | <ul style="list-style-type: none"> <li>▪ Positively contribute towards a culture of continuous improvement within Capecare.</li> </ul>   |
| Values   | <ul style="list-style-type: none"> <li>▪ Adhere to all Capecare policies and procedures.</li> <li>▪ Demonstrate and actively promote the Capecare Way.</li> <li>▪ Commit to the Capecare values of:<br/><i>Compassion   Respect   Partnership   Commitment</i></li> <li>▪ Challenges behaviours in others that contravenes the organisational values.</li> </ul> |
| <b>EDUCATION/QUALIFICATIONS:</b> (Detail the required level for recruitment)   |  |
| <ul style="list-style-type: none"> <li>▪ Certificate IV Leisure &amp; Lifestyle (preferred) or related discipline</li> <li>▪ Allied Health Qualification (desirable)</li> </ul>  |  |
| <b>TECHNICAL COMPETENCIES AND SKILLS:</b> (Detail the required level for recruitment)  |  |
| <ul style="list-style-type: none"> <li>▪ Relevant knowledge of aged care standards;</li> <li>▪ Assessment skills to identify individual and group activity needs;</li> <li>▪ Ability to plan, implement and evaluate a range of activities and the program as a whole;</li> <li>▪ Ability to adapt to the changing needs of residents;</li> <li>▪ Excellent communication and interpersonal skills including demonstrated experience interacting with a wide range of people;</li> <li>▪ Ability to establish and maintain professional and appropriate relationships with residents and/or their families/representatives;</li> <li>▪ Commitment to maintaining confidentiality;</li> <li>▪ Commitment to respecting the values, customs, preferences and spiritual beliefs of residents and their families/representatives;</li> <li>▪ Ability to work as part of a team;</li> <li>▪ Demonstrated use of initiative;</li> <li>▪ Ability to cope with change and work demands;</li> <li>▪ Effective negotiation and conflict resolution skills; and</li> <li>▪ Intermediate level computer skills.</li> </ul> |  |
| <b>RELEVANT EXPERIENCE:</b> (Detail the required level for recruitment)  |  |
| <ul style="list-style-type: none"> <li>▪ Minimum of 2 years in a similar role;</li> <li>▪ Experience in providing activity program services in a residential care facility or similar environment</li> <li>▪ Experience supervising a team.</li> </ul>   |  |
| <b>KEY ACCOUNTABILITIES FOR THE ROLE:</b> (Detail the specific tasks and responsibilities for the role)  |  |
| <p><b>Programming:</b></p> <ul style="list-style-type: none"> <li>▪ Planning and organising suitable group and individual activities to maintain and improve the quality of life for residents</li> <li>▪ Coordinating activities that cater to the individual social, emotional, spiritual and cultural needs of residents</li> <li>▪ Assessing and evaluating program outcomes</li> <li>▪ Ensuring the program is delivered in accordance with and contemporary practice</li> <li>▪ Identifying and implementing program changes as required.</li> <li>▪ Assist with the delivery of the Lifestyle and Allied Health program in collaboration with Lifestyle and Allied Health Assistants and Volunteers</li> <li>▪ Liaising with local community groups to maintain residents' active participation in external groups of their choice</li> </ul> <p><b>Resident focus:</b></p>   |  |

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- Meet with resident/nominated representatives within first week of admission to orientate to lifestyle program and determine preferred activities and supports required.
- Ensure that preferred activities and supports required are documented within the appropriate electronic system.
- Participate in 3 monthly reviews and “Resident of the Day” procedures to evaluate care needs.
- Complete assessments and contribute to care planning within social, emotional, spiritual and cultural domains.
- Commitment to a resident advocate approach
- Reporting any changes in health status to the Registered Nurse
- Undertake personal care support tasks

### Department Co-ordination:

- General first line supervision of Lifestyle Assistants and Allied Health Assistants including delegation of tasks and conducting performance reviews.
- Maintain staff meeting schedules, prepare agendas and documenting minutes.
- Provide oversight, guidance and support as the key contact for volunteers involved in the delivery of the Lifestyle program.
- Maintain accurate documentation and reporting of activities
- Provide appropriate support in the orientation of new employees including acting in the role of “buddy” to new employees as delegated.
- Assist in preparation of the CapeCare Newsletter

### General:

- Participate in surveys, audits and other activities that support CapeCare’s Quality framework.
- Identify areas for improvement and initiate/action Continuous Quality Improvement activity.
- Represent the lifestyle program at multidisciplinary forums and follow through on actions required.

**Note: The requirements and responsibilities contained in this job description do not create a contract of employment and are not meant to be all-inclusive. They may be changed by the role manager during employment on an as-needed basis.**

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| <b>Employee:</b> |  | <b>Signature:</b> |  | <b>Date:</b> | / / |
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