



The Society of Saint Hilarion Inc
AGED CARE

Position Description

JD46 <u>LIFESTYLE – DIVERSIONAL</u> <u>THERAPY ASSISTANT</u>		Version: Created: Revised: Next Review Due:	1 Dec 2017 - Dec 2020
Main Objective of Position:	Provide lifestyle activities that promote resident opportunities to socialise in a respectfully cultural environment fostering spiritual, intellectual and physical wellbeing for individuals and groups. Deliver lifestyle services that support a range of activities complimentary to the holistic care service and is inclusive of resident’s family and friends. At all times the residents’ choice and opinion is respected and upheld in determining the level of participation for lifestyle activities.		
Position Reports to:	Lifestyle Team Leader		
Staff Supervised:	<ul style="list-style-type: none"> • Provide leadership for Lifestyle Volunteers as directed by the Team Leader. 		
Liases with:	<ul style="list-style-type: none"> • Director of Residential Care Services or Delegate • Senior Management • Care Manager / Clinical Nurse (Seaton or Fulham) • Lifestyle - Diversional Therapists • Residents/Advocates • Volunteers. 		
Site:	Seaton and Fulham as required.		
Special Conditions:	<ul style="list-style-type: none"> • Must have current Police Clearance Certificate. • Expected to work after hours as negotiated. • Required to participate in on-call roster. • Drivers licence is required. • Required to attend Lifestyle meetings or forums. • Maintain and protect the confidentiality of residents’ and Society information at all times. • Must abide by and support the aims, objectives and policies of The Society of Saint Hilarion Inc. Aged Care. 		
Applicable Award or Enterprise Agreement:	Aged Care Sector Employees Enterprise Agreement 2016		
Status of Appointment:	Permanent Part time or Casual		
Review:	<ul style="list-style-type: none"> • New Employees: An Appraisal assessment, which considers performance, competency and training needs will be undertaken prior to completion of probationary period. • Existing Employees: Employees will be assessed annually (or as otherwise directed) by the Director of Residential Care Services or delegate. 		

Position Responsibilities

Key Responsibilities	Key Performance Indicators
<p>Lifestyle Programs</p> <ul style="list-style-type: none"> • Deliver meaningful lifestyle programs in accordance with lifestyle priorities and budgeted resources. • Ensure lifestyle activities reflect the diversity of culture, and the range of intellectual and physical resident capability. • Lifestyle activities are documented, assessed and reported. • The data collection for assessing lifestyle programs is accurate and up-to-date. • Facilitation and delivery settings for lifestyle activities reflect a professional service standard that is consistent across individual and group interventions. • The delivery and timing of lifestyle activities is determined in consultation with clinical and care staff to ensure all resident services are coordinated and complimentary to the residents' preferences and care needs. 	<ul style="list-style-type: none"> • Lifestyle programs are delivered as scheduled. • Lifestyle programs deliver meaningful activities for individuals, small and large groups that encourage participation. • All Lifestyle programs are assessed and recorded. • Facilitation and delivery methods are assessed routinely by residents, colleagues, nominated external assessors. • Assist in the assessment of lifestyle programs for analysis to assessment of effectiveness against individual and group needs.
<p>Communications</p> <ul style="list-style-type: none"> • Schedule and communicate lifestyle activities to residents, staff, family member and friends. • Maintain positive support to team members sharing resources and demonstrate the organisational values at all times. • Ensure Care and clinical staff are informed of lifestyle activities per shift and identify specific care needs for residents. • Demonstrate an active and co-operative approach in supporting employees from non-English speaking background and those with limited literacy and respect the varying cultural backgrounds of employees and residents. • 	<ul style="list-style-type: none"> • Lifestyle team members maintain open communication and invite feedback from residents and family members. • Employees with bi-lingual and bi-cultural skills are encouraged to be actively involved in the Work Health & Safety and Quality systems.
<p>Quality/ Compliance</p> <ul style="list-style-type: none"> • Understand the Accreditation Standards for Residential Aged Care Services. • Act within the philosophy and aims of The Society of Saint Hilarion Inc. Aged Care. • Maintain the standard of lifestyle documentation in accordance with Leisure documentation guidelines. • Contribute to the continuous improvement program where ideas, observations and feedback is recorded. • Maintain a pro-active level of contribution for the induction of new staff. 	<ul style="list-style-type: none"> • Understands and applies policy, procedures and work practices. • Lifestyle documentation is timely, accurate and meets expected standards. • Participates in the continuous improvement program. • New staff are inducted in accordance with the work policy, procedures and standard of practice.

<p>Work Health and Safety</p> <ul style="list-style-type: none"> • Be familiar with and adhere to the Work Health and Safety Act 2012, Regulations, Codes of Practices and organisations policies and procedures in relation to health work and safety. • Exercising “due diligence” to ensure that the organisation complies with the health and safety duties. • Comply with all required Work Health and Safety duties. Ensure a safe working environment at all times which includes ensuring safe use of equipment and materials. 	<ul style="list-style-type: none"> • No breach of Work Health and Safety requirements within residential care areas of responsibility. • Maintain no lost time status.
<p>Other duties as directed by the Chief Executive Officer or Director of Residential Care Services as required.</p>	

Person Specification

Essential Characteristics	Desirable Characteristics
Qualifications <ul style="list-style-type: none"> • Certificate III Aged Care 	Qualifications <ul style="list-style-type: none"> • Cert IV in Diversional Therapy or Lifestyle Services
Experience <ul style="list-style-type: none"> • Experience in conducting lifestyle activities within an aged care organisation. • 2 years aged care experience. 	Experience <ul style="list-style-type: none"> • Experience in problem solving within a service environment.
Knowledge <ul style="list-style-type: none"> • Specific knowledge of processes and techniques used in the delivery of lifestyle activities within an aged care environment. • Knowledge of relevant legislative requirements, accreditation standards and codes of practice relevant to lifestyle services. • Knowledge of relevant Work Health & Safety legislation, standards and guidelines. 	Knowledge
Skills <ul style="list-style-type: none"> • Ability to relate to older people and to be able to advocate for them. • Demonstrated basic ability to use Microsoft Office suite of programs (Word, Excel and PowerPoint, Email). • Demonstrated written communication skills, including the ability to prepare clear and concise reports and correspondence. • Demonstrated high level interpersonal skills to accurately and efficiently communicate with a diverse range of staff. • Demonstrated ability to handle sensitive information in a confidential manner. • Ability to work effectively as part of a team in a fast changing environment. • Ability to work productively with limited supervision and to prioritise and work to deadlines. • Demonstrated commitment to continual professional and personal development. 	Skills <ul style="list-style-type: none"> • Italian Speaking.

I acknowledge this document as a true and accurate description of the role I have accepted:

Employee Name: _____

Employee Signature: _____

Date: _____ / _____ / _____

Manager Name (approved to offer position): _____

Manager Signature: _____

Date: _____ / _____ / _____