

## Position Description – Lifestyle Coordinator

### Core Detail

<b>Title</b>	Lifestyle Coordinator
<b>Objective</b>	To provide effective coordination and facilitation of the aged care residence lifestyle program to meet resident's individual needs.
<b>Role</b>	Design and implement high quality activity programs to facilitate group activities and one-to-one strategies for resident enjoyment. Establish and maintain community networks integral to the success of the lifestyle program.

### Position Parameters

<b>Employment</b>	Full time, permanent part-time, casual
<b>Reporting to</b>	Facility Manager
<b>Modern Award</b>	Aged Care Award 2010
<b>Award Classification</b>	Personal Care Worker Grade 4 (Aged Care Employee – level 5)
<b>Location</b>	TriCare Aged Care Residence

### Detailed Description of the Position

<b>Core Skills</b>	<ul style="list-style-type: none"> <li>• Provide support and orientation to new care consumers on admission.</li> <li>• Design high quality activity programs to meet resident needs.</li> <li>• Documenting residents' participation in the lifestyle programme in resident charts.</li> <li>• Maintain documentation in accordance with TriCare Care System policies and procedures, legislation and accreditation requirements.</li> <li>• In consultation with the Facility Manager/Clinical Manager, develop and distribute the monthly newsletter for the Facility.</li> <li>• Chair and participate in monthly Resident and Relatives Meetings, in conjunction with the Facility Manager. Complete the Resident and Relative Meeting Minutes for distribution.</li> </ul>
--------------------	--

- Assist the Facility Manager/Clinical Manager with the volunteer programme for the facility. Ensure volunteers have a current Police Check clearance and are provided with orientation prior to commencing work as a volunteer.
- Occasional requirement to drive, for example, to collect items or purchase small supplies for activities.
- Creating monthly event calendars.

### Team Work

- Work effectively as an individual and in a team to contribute to the achievement of resident lifestyle outcomes.
- Identify and report hazards in the workplace.
- Attendance and involvement with the Lifestyle Committee.
- Provide support and assistance to maintain quality of life for residents, including involvement in the Lifestyle Committee and participation in other committees.
- Provide support and assistance to personal care employees in relation to care recipients' personal care activities as required from time to time.
- Participate in in-service training sessions and complete Essential Training each year.
- Perform the duties and responsibilities that TriCare assigns to the employee. TriCare may vary these duties and responsibilities at any time.
- Work and assist in any area within the Aged Care Residence as directed.

### Personal/Other Attributes

- Empathy for, and desire to work with, the Aged.
- Ability to work cooperatively in a team.
- Good verbal and written communication skills.
- Acts enthusiastically about improving service levels.
- Exhibits a caring nature.
- Committed to quality outcomes

### Experience

#### **Essential:**

- Developed literacy and numeracy skills
- Current "C Class" driver licence
- It is essential to have or be undertaking a Certificate IV in Leisure and Health (CHC43415) or substantially equivalent qualification.
- Police Check clearance.

**Desirable:**

- Previous aged care or community care experience.
- Intermediate level of administrative skills and some experience.
- Intermediate level of computer proficiency, i.e. in using of Microsoft Word, Excel and Outlook.

Work Health and Safety

---

The incumbent has the responsibility to comply with and meet all obligations contained in:

- a) Work Health and Safety (WHS) legislation;
- b) Related WHS responsibilities; and
- c) TriCare's Risk Management (RM) standards.

Key Personnel Requirements

---

Annual Quality Performance Improvement Review.