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| **Position Title** | Leisure and Lifestyle Assistant |
| **Position Number** | N5997 |
| **Department** | Patricia Hinchey Centre |
| **Classification** | Dependent on qualification and experience |
| **Agreement** | Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021 – 2025 |
| **Reports to:** | Direct - Manager Patricia Hinchey Centre  Indirect – Director Community Services |

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| **POSITION DESCRIPTION** |  |

**Position Purpose:**

To assist consumers to maintain connectedness, wellness, reablement and restorative care with their friends, family and community. Provide emotional support to consumers, ensuring respect for cultural, spiritual backgrounds and choices.

**Department / Unit Specific Overview**

The Patricia Hinchey Centre aims to improve the mental health and wellbeing of the aged and individuals with disability within our community. We adopt a wellness and reablement approach, providing a wide range of enjoyable community activities designed to increase the independence of our consumers. Activities include outings as well as a range of centre-based activities.

**Our Values**

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| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Integrity.jpg** | **Integrity** | We value integrity, honesty and respect in all relationships |
| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Excellence.jpg** | **Excellence** | We value excellence as the appropriate standard for all services and practices |
| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Community.jpg** | **Community** | We respect the dignity and rights of our community and acknowledge their beliefs, regardless of their cultural, spiritual or socioeconomic background |
| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Working_Together.jpg** | **Working Together** | We value equally all people who make a contribution to EGHS to achieve shared goals |
| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Learning_Culture.jpg** | **Learning Culture** | We strive to continually lead and develop through education, training, mentoring and by teaching others. |

**Organisational Context**

East Grampians Health Service is a rural health service located in Ararat and Willaura in Western Victoria and is an integral part of a thriving community that is committed to quality services providing health and wellbeing to people of all backgrounds.

Serving a diverse community, East Grampians Health Service delivers an extensive range of acute, residential, home and community based services. We strive to continually improve our services to best meet the needs of our patients, residents and the community.

**Our Vision**

To be leaders in rural health care

**Our Strategic direction**

EGHS strategic plan 2019-22 is underpinned by our organisational values and behaviours - ‘improving the health of our community’ and incorporates three key goals which are pivotal in achieving our vision of being leaders in rural health care:

1. Better health
2. Better access
3. Better care

**Organisational Responsibilities**

* Be aware of and work in accordance with EGHS policies and procedures, including:

[Victorian Public Sector - Code of Conduct](http://intranet.eghs.net.au/Files/Human%20Resources/Victorian%20Public%20Sector%20-%20Code%20of%20Conduct.pdf)

[Confidentiality, Security and Management of Information - SOPP 24.02](http://intranet.eghs.net.au/Files/Policies/CONFIDENTIALITY,%20SECURITY%20AND%20MANAGEMENT%20OF%20INFORMATION%20-%20SOPP%2024.02.pdf)

[Hand Hygiene - SOPP 70.18](http://intranet.eghs.net.au/Files/Policies/HAND%20HYGIENE%20-%20SOPP%2070.18.pdf)

[Occupational Health and Safety - SOPP 72.09](http://intranet.eghs.net.au/Files/Policies/OCCUPATIONAL%20HEALTH%20AND%20SAFETY%20-%20SOPP%2072.09.pdf)

[Person Centred Care - SOPP 60.20](http://intranet.eghs.net.au/Files/Policies/PERSON%20CENTRED%20CARE%20-%20SOPP%2060.20.pdf)

[Safety - SOPP 72.13](http://intranet.eghs.net.au/Files/Policies/SAFETY%20-%20SOPP%2072.13.pdf)

[Performance Development policy - SOPP 35.27](http://intranet.eghs.net.au/Files/Policies/PERFORMANCE%20DEVELOPMENT%20POLICY%20-%20SOPP%2035.27.pdf)

[Risk Management - SOPP 74.01](http://intranet.eghs.net.au/Files/Policies/RISK%20MANAGEMENT%20-%20SOPP%2074.01.pdf)

* Be respectful of the needs of patients, visitors and other staff and maintain a professional approach in all interactions, creating exceptional experiences.
* Be aware of the National Safety and Quality Health Service Standards and all other standards as it relates your area of work and associated accreditation.
* Undertake other duties as directed that meet relevant standards and recognised practice.
* Agree to provide evidence of a valid employment Working with Children Check and provide the necessary details for East Grampians Health Service to undertake a national Police check.
* All staff are expected to identify and report incidents, potential for error and near misses and supports staff to learn how to improve the knowledge systems and processes to create a safe and supportive environment for staff and patients.
* Contribute to a positive and supportive learning culture and environment for health professional students and learners at all levels.
* Participate in all mandatory education and orientation sessions as outlined by EGHS.
* East Grampians Health Service is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination.

EGHS reserves the right to modify position descriptions as required. Staff will be consulted when this occurs.

**Responsibilities and Major Activities**

* Work within the designed Model of Care when planning and running consumer activities
* Refer any clinical concerns/incidents to the Patricia Hinchey Centre Manager and/or Director Community Services to ensure consumer health and safety is maintained.
* Ensure that communication is maintained between all staff and consumer / carers
* Schedule, implement and evaluate consumer activities
* Work in close contact with staff and volunteers to provide high quality, consumer centred activities
* Accept responsibility for day to day management of workload
* Complete relevant and timely consumer documentation and monthly activity/evaluation forms

**Key Performance Indicators**

* Annual PDP with management
* Information feedback from staff / residents

Key Selection Criteria

**Essential Criteria:**

* Qualification in (or working towards) Certificate IV in Leisure & Lifestyle or similar
* Capacity to work as a member of a multidisciplinary team in the delivery of services to the consumers
* Self-reliant, motivated, able to work independently and innovatively and respond to a situation where a high level of professional autonomy exists, whilst working within EGHS policies and protocols
* Excellent communication, negotiation, organisational and time management skills
* Able to liaise across the full spectrum of health and welfare services and relate positively to a wide range of people
* Commitment to quality, best practice and environmental safety
* Demonstrated quality customer service skills
* Demonstrated written and computer skills at the level required to fulfil this position
* Current drivers licence

Must comply to having or completion of:

* National Police Check (renewed every 3 years)
* Working with Children Check (renewed every 5 years)
* Mandatory Vaccination Program

**Desirable:**

* Previous experience working in a leisure and lifestyle assistant role or other community based program

**Acknowledgement**

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| Employee Name | |
| Employee Signature | Date |
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| Manager Name |  |
| Manager Signature | Date |
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| Developed Date (MM,YY) |  |
| Developed By Name | Developed by Title |
| Date of next review (12 months) |  |