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| **Position Title** | Leisure & Lifestyle Co-ordinator |
| **Position Number** | N5771 |
| **Department** | Garden View Court |
| **Classification** | IN33 – Leisure and Lifestyle Assistant Grade 3 |
| **Agreement** | Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Workers) Single Interest Enterprise Agreement 2021 – 2025 |
| **Reports to:** | As per organisation chart |

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| **POSITION DESCRIPTION** |  |

**Position Purpose:**

To coordinate design, implementation and evaluation of health and leisure activities and programs for residents within the designated aged care services department and assist residents in maintaining connectedness with their friends, family and community.

**Department / Unit Specific Overview**

Garden View Court is a 24 bed residential aged care facility. Our aged care services focus on the individual, their family, friends and community. Individualised care is assured by identifying the resident’s personal preferences and interest in all areas across the social and clinical spectrum. We have adopted the Montessori environment to provide purpose and stimulation through everyday activities. This approach supports our residents to live their lives to the fullest and make the most of the services we have to offer.

**Montessori Principals**

**Relate, Motivate, Appreciate** summarises the 12 key principals of the Montessori Model of Care.

People with dementia and those who have a cognitive impairment are often confronted with what they can no longer do or with the mistakes that they make. Montessori principles are designed to focus on what they can still do. This is a person-centred approach focusing on the person’s capabilities, capturing their interest and showing them respect. It is important that the focus includes building on the person’s strengths. The principles are structures in the order that you will use them when interacting with a person with dementia.

The activity should have a sense of purpose and capture the person’s interest.

1. Always invite the person to participate
2. Offer choice whenever possible.
3. Talk less. Demonstrate more.
4. Physical skills; focus on what the person can do.
5. Match your speed with the person you are caring for. Slow down!
6. Use visual hints, cues or templates.
7. Give the person something to hold.
8. Go from simple tasks to more complex ones.
9. Break a task down into steps; make it easier to follow.
10. To end, ask: “Did you enjoy doing this?” and “Would you like to do this again?”
11. There is no right or wrong answer. Think engagement.

**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 |
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| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Excellence.jpg** | **Excellence** | We value excellence as the appropriate standard for all services and practices |
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| **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 |
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| **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 |
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| **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 (EGHS) is a rural health service located in Ararat and Willaura in Western Victoria. EGHS is an integral part of a thriving community and is committed to providing quality health and wellbeing services to people of all backgrounds.

Serving a diverse community, EGHS 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, consumers and the community.

**Our Vision**

East Grampians Health Service will improve the health, wellbeing and the quality of life for our community.

**Our Purpose**

To meet people’s health needs through leadership, strong partnerships and wise use of resources.

**Strategic Actions**

See [Strategic Plan 2023 – 2027](https://intranet.eghs.net.au/Files/Publications/EGHS%206pp%20DL%20Strategic%20Plan%20(2023-27).pdf).

**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)

[Child Safe – SOPP 57.24](https://intranet.eghs.net.au/Files/Policies/CHILD%20SAFE%20-%20SOPP%2057.24.pdf#search=57%2E24)

* Be respectful of the needs of patients, consumers, 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 to 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. Also provide a National Disability Insurance Scheme (NDIS) worker check or the necessary details (if required).
* 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, consumers and visitors
* 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**

* To champion and lead by example the Montessori Model of Aged Care Work when planning and running resident activities
* Refer any clinical concerns/incidents to the NUM or in Charge Nurse to ensure residents health and safety is maintained
* Coordinate and manage the volunteer workforce in conjunction with Volunteer Coordinator
* Ensure that communication is maintained between all staff and patients / carers
* Schedule, implement and evaluate resident activities
* Work in close contact with nursing staff and volunteers to provide high quality, patient centred activities
* Engage with the multidisciplinary team for the Behaviour Management and Intervention Plan
* Accept responsibility for day to day management of workload
* Complete relevant and timely resident documentation

**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 residents
* 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)
* Immunisation requirements (annually)

**Desirable Criteria**

* Previous experience working in a leisure and lifestyle coordination role

**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) | 26 September 2023 |
| Developed By Name | Manager Garden View Court |
| Date of next review (12 months) |  |