



LIFESTYLE COORDINATOR

ORGANISATIONAL INFORMATION

Established in 1960 and incorporated in 1989, Catholic Homes for the Elderly Inc (*Catholic Homes*) is an agency of the Archdiocese of Melbourne. It is a not-for-profit organisation providing accommodation and services across Greater Melbourne for older people. Currently *Catholic Homes* provides housing and services to approximately 758 people in Melbourne, 376 in Residential Care Facilities, 355 in Independent Living and 27 in Resident Funded Units. There are more than 330 dedicated staff and hundreds of volunteers providing services to residents.

The annual turnover is \$15.5m.

CATHOLIC HOMES FOR THE ELDERLY VISION, MISSION & VALUES

Catholic Homes is dedicated to delivering quality care within a Catholic environment.

Catholic Homes provides an integrated and accessible range of care and accommodation services on behalf of the Catholic Archdiocese of Melbourne to meet the diverse needs of older people, with a focus on those in need.

In planning and delivering services, *Catholic Homes* holds as fundamental the following values:

- Respect for the dignity, preferences and aspirations of the individual
- Provision of a supportive environment and community within which to live, work and develop
- The principles of integrity, cooperation, consultation and continuous improvement.

POSITION SUMMARY

The Lifestyle Coordinator will be an enthusiastic, self-motivated person responsible for implementing an individualised resident focussed lifestyle program.

REPORTS TO

- Accountable to the Residential Services Manager

KEY SELECTION CRITERIA / QUALIFICATIONS

- Essential:
- Tertiary qualification in Diversional Therapy
 - First Aid Certificate Level 2
 - Current Victorian Driver's Licence
 - Proven assessment and documentation skills
 - Good communication and interpersonal skills, patience, common sense and a strong ethos of client service.
 - Mature outlook with the ability to relate and converse with older people
 - Ability and commitment to work as part of a team and manage other staff
 - Demonstrated initiative and ability to work without supervision
 - Commitment to maintaining confidentiality in all matters
 - Proven ability to be self-motivated and to promote a positive lifestyle environment
 - Satisfactory completion of a National Police Records Check (to be arranged by *Catholic Homes*)
- Desirable:
- Previous experience working in an Aged Care Facility, or an understanding of, and sensitivity to, the issues related to services to older people
 - Knowledge and understanding of the Resident Classification Scale (RCS)

PERFORMANCE CRITERIA

The person should possess the following knowledge, skills and experience based upon the performance criteria as follows:

Business Administration

Ability to complete appropriate documentation that reflects residents' lifestyle preferences and demonstrated awareness of funding implications and budgetary requirements.

- Demonstrated awareness of budgetary parameters and effective use of finite resources to suit residents individual lifestyle goals.
- Assess and document in the Care Plan resident lifestyle programs.
- Maintain records of lifestyle programs that include resident participation. This should be reviewed and evaluated in accordance with *Catholic Homes* policy and procedure.
- Demonstrate the ability to provide accurate documentation to RCS requirements in order to ensure on-going funding.
- Ensure all documentation is updated and completed meeting legal requirements. e.g. incident / hazard, clinical.

Continuous Improvement

Demonstrated commitment to the development and implementation of continuous improvement activities to meet program and broader organisational goals.

- Participate and contribute to the quality improvement program and other organisational initiatives to deliver quality services and meet Aged Care Accreditation Standards.
- Participate in an annual performance appraisal with the Residential Services Manager.
- Participate and contribute to Occupational Health and Safety (OH&S) activities to ensure a safe work environment. Identify own role with regard to safety.

- ❑ Maintain knowledge and skills relevant to the position through the participation in, and contribution to, the staff development program. (Attend mandatory training as identified by the Residential Services Manager.)
- ❑ Maintain knowledge and skills relevant to the position through maintaining affiliation with relevant professional bodies.
- ❑ Contribute to the expansion of knowledge and ideas in the Aged Care field by participating in research / pilot programs.
- ❑ Participate in ongoing education to promote professional and personal development.
- ❑ Complete the *Catholic Homes* audit schedule for Standard 3 as documented.

Customer Service

Demonstrated communication and interpersonal skills with a highly developed understanding of internal and external stakeholders needs, and identification of strategies to meet these needs.

- ❑ Be prompt and courteous when interacting with residents, visitors and colleagues.
- ❑ Be responsive to telephone enquiries, including identification of self and site.
- ❑ Develop effective relationships with residents, families and significant other people in the identification of individual needs in the planning and development of suitable lifestyle programs.
- ❑ Be responsive to the changing needs of residents through the tailoring of programs to meet individual needs.

Team Development

Demonstrated ability to lead, manage and develop lifestyle staff consistent with *Catholic Homes* Vision, Mission and Values.

- ❑ Demonstrate knowledge and ability to lead and manage a team by providing staff and volunteers with a clear direction to enhance understanding of their duties and responsibilities.
- ❑ Actively encourage other team members to promote harmonious working relationships, thus ensuring an ongoing high standard of care.
- ❑ Work co-operatively with other team members to ensure effective attainment of team goals.
- ❑ Promote and develop effective communication skills with management through attending relevant site and organisational meetings.
- ❑ Support ongoing lines of communication between frontline staff and senior management.
- ❑ Participate in the recruitment, orientation, training and support of volunteers.
- ❑ Conduct appraisals of lifestyle staff and volunteers.

Technical Skills and Application

Demonstrated experience in organising and implementing high quality lifestyle programs.

- ❑ Promote opportunities for resident participation in the planning, development, implementation and evaluation of recreational programs.
- ❑ Identify opportunities for residents to interact socially including providing opportunities for community links.
- ❑ Access interpreter service as required in order to facilitate effective communication.
- ❑ Comply with the *Catholic Homes* Competency Assessment Program.

- ❑ Encourage student placements and school community services programs that promote positive attitudes towards ageing.
- ❑ Act at all times to protect the rights of residents, including confidentiality, privacy, individual choice and decision-making.

Occupational Health and Safety

Demonstrated ability to ensure that activity areas are appropriately equipped and maintained to provide a safe environment for staff and visitors.

- ❑ Maintain a safe working environment in your area of responsibility.
- ❑ Ensure that Occupational Health and Safety (OH&S) principles and guidelines are adhered to.
- ❑ Report any breach in OH&S. Document any hazard and make suggestions / recommendations for improvements.
- ❑ Report accidents and injuries and near misses as per *Catholic Homes* Policy and Guidelines.
- ❑ Provide and maintain so far as is practicable a working environment that is safe and without risk to health.
- ❑ Take care of your own health and safety and the health and safety of any other person who may be affected by your acts or omissions at the workplace.
- ❑ Understand responsibilities and accountabilities to yourself and others in accordance with OH&S legislation and *Catholic Homes* policies and promote a working environment that is congruent with these guidelines.
- ❑ Comply with all state legislative requirements in respect to the Occupational Health and Safety Act 2004 and the Accident Compensation (WorkCover) Act 1992.

Specialist Knowledge

Demonstrated knowledge of suitable lifestyle programs for a residential aged care facility. This includes knowledge of the ageing process.

- ❑ Ability to identify the differing social / spiritual / cultural needs of residents.
- ❑ Demonstrate a sound knowledge of the national Aged Care Accreditation Standards and apply this knowledge on a day-to-day basis.
- ❑ Practice within the Vision, Mission and Values of *Catholic Homes*.
- ❑ Be aware of legislative requirements and practice within this framework.
- ❑ Identify community groups, events and resources that can provide opportunities to enhance social and cultural links for residents.

Other Duties

The incumbent will perform other duties, consistent with the broad emphasis of the position, as required by their Manager.

I acknowledge that I have read and understood this Position Description. I understand that the position description will be reviewed at least once every two years.

Signed by
Incumbent: _____ Date: _____

Incumbent Name:

Signed by
Manager: _____ Date: _____

Manager's Name
& Title:

Residential Services Manager

Current Effective Date: _____

Next Scheduled Review Date: _____

<i>Replaces PD:</i>	Lifestyle Coordinator	<i>Dated:</i>	January 2001
<i>Draft Submitted By:</i>	Denise Darnley, HR Manager	<i>Date:</i>	February 2005
<i>Ratified By:</i>	GM Residential Services	<i>Date:</i>	March 2005
<i>Authorised By:</i>	Human Resources Manager	<i>Date:</i>	March 2005
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