



## POSITION DESCRIPTION

Lutheran Community Care

<b>Position:</b>	Lifestyle and Volunteer Coordinator	<b>Service:</b>	St Andrew's Lutheran Aged Care
<b>Department:</b>	Aged Care	<b>Updated:</b>	May 2015
<b>Conditions:</b>	LCC Aged Care Services Enterprise Agreement 2013 Support Worker Level 6		

### Purpose of the Role

To provide comprehensive client-centred diversional therapy services to residents which address their social, recreational, behavioural and intellectual needs. To maintain quality volunteer services for St Andrew's Lutheran Aged Care.

### Operating Environment

This position is located in Tallebudgera at St Andrew's Lutheran Aged Care of Lutheran Community Care (LCC), a respected not-for-profit organisation providing services in the fields of aged care, disability, family support, youth support and chaplaincy in Queensland.

### St Andrew's Lutheran Aged Care

St Andrew's consists of 24 independent living units and hostel accommodation for 72 residents.

### Reporting Relationships

The Lifestyle and Volunteer Coordinator reports to the General Manager / Executive Director of Nursing and works in collaboration with other Lifestyle Team members. This position manages and provides leadership to Volunteers.

### Major Responsibilities

Within the policies established by LCC and working in collaboration with relevant managers and employees, the occupant of this position will:

- Assess individual residents' needs with regard to their health, interests, social/cultural history and spiritual needs;
- Plan, implement and review individual activities with reference to assessed needs and preferences in collaboration with each resident;
- Liaise with the Creative Arts and Activities Coordinator for the coordination, implementation and evaluation of programs and activities;
- Initiate, coordinate, implement and evaluate resident group activity programs and events;
- Maintain appropriate documentation and care plans
- Monitor Lifestyle Team responsibilities to ensure programs achieve positive outcomes
- Undertake the recruitment, induction and allocation of suitable volunteers;
- Ensure volunteers receive regular supervision and are provided with training as required;
- Establish and maintain collaborative working relationships with stakeholders, including external volunteer service providers;



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- Manage the recognition and celebration of volunteer contributions.

### **Qualifications and Experience**

Incumbent will possess a Diploma in Leisure and Lifestyle (or higher) as well as experience in a similar role and environment. Knowledge of contemporary aged care diversional therapy activities and documentation requirements as well as the demonstrated ability to supervise and communicate effectively with a wide variety of individuals is required. Computer literacy is essential to this role.

The incumbent must also maintain a Positive Federal Police check.

The incumbent may be required to provide consent for LCC to obtain their workers' compensation claims history and information in relation to pre-existing medical conditions or injuries relevant to this position and submit to a pre-employment medical.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organisation.
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