

## POSITION DESCRIPTION

<b>Position Title:</b>	<b>Lifestyle Assistant</b>
<b>Department/Location:</b>	Community Services
<b>Employment Status:</b>	Please refer to letter of employment
<b>Reports To:</b>	Please refer to letter of employment
<b>Direct Reports:</b>	Nil
<b>Key Relationships/Interactions:</b>	<p><b>Internal:</b> Team Leader/s, Senior Home Care Worker's, Care Coordinator/s, Manager, Support Services Workers, Administration team, Registered Nurses, Lifestyle team, Allied Health team</p> <p><b>External:</b> Clients, Clients' families/Carers, Medical Professionals, External providers, referral Agencies- Doctors/Nurses, Associations (Diversional Therapy),</p>

### Position Statement / Overall Purpose:

The Lifestyle Assistant's primary responsibility is to assist with the planning, implementation and evaluation of activities and lifestyle programs which enable clients to participate in a variety of experiences which improve their quality of life, taking into account the physical, psychosocial and spiritual needs of each individual within Anglicare Southern Queensland (ASQ).

The Lifestyle Assistant is responsible for ensuring client safety at all times and providing services to clients under the direction and supervision of a Diversional Therapist and/or other team members as per the Community Services branch structure.

The Lifestyle Assistant will work in accordance with the values of ASQ and support core business by providing service, guidance and advice within this position's specialty area.

### Position Specific Requirements & Qualifications:

1. Current National Police Certificate (or eligibility to acquire); and
2. Minimum Certificate IV in Leisure & Health (or equivalent in similar area).
3. Current First Aid Certificate and CPR Certificate (or have the ability to hold and maintain one
4. Current Queensland Driver's Licence and own reliable transport.
5. May be required to undergo evaluation and be assessed as able to meet the physical and functional requirements of the role

### Key Selection Criteria:

1. Experience in conducting activity programs/therapy, diversional therapy and recreations.
2. Demonstrated ability to work and communicate effectively within a team.
3. Demonstrated commitment to continuously upgrading skills, knowledge and competencies.
4. Experience in care of the elderly or evidence of interest in working within aged care.
5. Associate membership of Diversional Therapy Association of Australia (capacity to gain same).
6. Experience within a community services, not for profit or similar organisation.

## Key Accountabilities and Responsibilities:

### 1. Accountability: Service Delivery

***Working with clients, maintaining awareness of client issues and delivering direct care and services as directed.***

#### **Responsibilities:**

- Assist with the assessment of the client's needs for recreational and diversional therapy.
- Participate within the team to design, implement and evaluate a plan of activities.
- Complete delegated documentation accurately and within an acceptable time-frame.
- Assist the client in the achievement of leisure and recreational activities.
- Liaise with community organisations, rehabilitation facilities, clergy, doctors, relatives and other staff.

### 2. Accountability: Teamwork, Mission & Values

***Working together to achieve organisational outcomes including participating in team planning, sharing information and dealing with difference, conflict, shared goals and team morale, and contributing to a positive, client-focused culture.***

#### **Responsibilities:**

- Foster a co-operative and harmonious relationship with staff, client's and their families.
- At all times perform duties and interact with team members and clients in accordance with the mission and values of ASQ.

### 3. Accountability: Quality Improvement

***Identifying and responding to new and emerging trends through skill acquisition, utilising new technology and engaging a continuous improvement approach in work practices***

#### **Responsibilities:**

- Actively participate in training activities to increase knowledge and skill levels.
- Participate in performance appraisal activities relevant to the role.
- Actively participate in quality improvement activities relevant to the role.
- Work within and promote the organisation's workplace health and safety policies, procedures and guidelines.
- Comply with Infection Control Guidelines.

### 4. Other Duties and Requirements

- Undertake own work practices in a safe manner and comply with the instructions given for workplace health and safety within Anglicare Southern Queensland Policies and Procedures.
- Work in collaboration with other team members.
- Do not, during or after employment, disclose information relating clients and staff of Anglicare or damage the reputation, viability or profitability of Anglicare services.
- Your responsibilities also extend to any tasks outlined on a duties list, or any other tasks delegated to you by your manager/supervisor, provided that those new job requirements are safe, efficient, relevant, legal and within your abilities.

## Delegation of Authority:

- Nil.