|  |
| --- |
| **POSITION DESCRIPTION** |
| **Position Title:** | Lifestyle Assistant |
| **Service/Facility/Department:**  | Residential Aged Care Facilities |
| **Direct Reports:**  | Nil |
| **Key Relationships:**  | **Internal:** Administration staff,Facility Manager, nursing staff, Personal Care Workers, Diversional Therapist, Support Service Workers, Allied Health staff, Volunteers, Anglicare central support teams. |
| **External:** Residents, residents’ family and friends, referral agencies, doctors, nurses, (Diversional Therapy) |

**Position Statement / Overall Purpose**

The overall purpose of the Lifestyle Assistantis to assist with the planning, implementation and evaluation of activities and lifestyle programs which enable residents 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 (Anglicare).

The Lifestyle Assistant is also responsible for ensuring resident safety at all times and providing services to residents under the direction and supervision of a Diversional Therapist and/or other team members as per the individual Facility structure.

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

**Position Specific Credentials, Qualifications and Other Requirements**

* Current National Police Check
* Current Queensland Driver Licence and own reliable vehicle
* Certificate IV in Leisure & Health or equivalent
* Current First Aid Certificate with CPR
* Associate membership of Diversional Therapy Association of Australia.

**Key Selection Criteria**

* Experience in conducting activity programs, diversional therapy and recreations.
* Demonstrated ability to work and communicate effectively within a team.
* Demonstrated commitment to continuously upgrading skills, knowledge and competencies.
* Experience in care of the elderly or evidence of interest in working within aged care.
* Experience within a community services, not for profit or similar organisation.

**Key Accountabilities and Responsibilities**

1. **Accountability: Service Delivery**

***Work with clients, maintain awareness of client issues and deliver direct care and services as directed.***

**Responsibilities:**

* Assist with the assessment of individual resident’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 resident in the achievement of leisure and recreational activities.
* Liaise with community organisations, rehabilitation facilities, clergy, doctors, relatives and other staff.
1. **Accountability: Teamwork, Mission & Values**

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

**Responsibilities:**

* Foster a co-operative and harmonious relationship with staff, residents and their families.
* Perform duties and interact with team members and residents in accordance with the mission and values of Anglicare.
1. **Accountability: Quality Improvement**

***Identify and respond to new and emerging trends through skill acquisition, utilisation of new technology and engage a continuous improvement approach to 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.
1. **Other Duties and Requirements**
* Maintain confidentiality, including but not limited to information relating to residents, clients and employees of Anglicare and do not disclose information during or after employment.
* Act in accordance with Anglicare’s Code of Conduct and the organisation’s policies and procedures.
* Ensure that credentials and qualifications set out in this Position Description are current at all times.
* Undertake those tasks outlined on a duties list, or any other tasks delegated to you by your manger or supervisor, provided these requirements are safe, efficient, relevant, legal and within your abilities.
* Undertake work practices in a safe manner and comply with work health and safety instructions, within relevant policies and procedures.
* Undergo relevant evaluations and assessments, as requested by Anglicare, to ensure that the physical and functional requirements of the role can be met.

**Delegation of Authority:**

* In accordance with the Anglicare Delegations of Authority Policy.