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| **POSITION DESCRIPTION** |
| **Position Title:** | Lifestyle Assistant |
| **Service/Facility/Department:**  | Community Aged & Disability  |
| **Direct Reports:**  | Nil |
| **Key Relationships:**  | **Internal:** Anglicare managers and team members, CAD teams and lifestyle teams |
| **External:** Clients, clients’ families and carers, medical professionals, external providers, referral agencies, doctors’ and nurses’ associations (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 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 (Anglicare).

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 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 Certificate
* Current Blue Card with Yellow Card exemption
* Current Queensland Driver Licence and own reliable vehicle
* Certificate IV in Leisure & Health or equivalent
* First Aid Certificate with CPR

**Key Selection Criteria**

* Experience in conducting activity programs/therapy, 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.
* Associate membership of Diversional Therapy Association of Australia (capacity to gain same).
* 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.
1. **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.
* Perform duties and interact with team members and clients in accordance with the mission and values of Anglicare.
1. **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
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 manager 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.