

## POSITION DESCRIPTION

### Lifestyle Assistant

<b>Program:</b>	Sacred Heart Community
<b>Reports to:</b>	Lifestyle Coordinator
<b>Supervises:</b>	Nil
<b>Date of Last Review:</b>	February 2023
<b>Classification:</b>	Aged Care Employee Level 4  Sacred Heart Mission Enterprise Agreement 2018 or subsequent Agreements
<b>Victorian Portable Long Service Benefits Scheme</b>	This role has been deemed ineligible to participate in Scheme

### PROGRAM INFORMATION

Sacred Heart Community is a supported residential facility providing a “home for life” for 97 residents with complex clinical and social needs, who require a higher level of daily assistance. The “My Community, My Way” model of support creates empowerment, autonomy and independence for people living with chronic mental and physical health issues and social disadvantage. Our clients extend across the lifespan to include younger adults and aged people.

In addition we offer diverse lifestyle and health and allied health programs which encourage residents to lead full and active lives through engagement with the local community and the programs offered internally.

### PURPOSE OF THE POSITION

This role will ensure that Sacred Heart Community, provides the highest quality, effective and caring service to residents in accordance with SHM’s Values and legislative and funding requirements.

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## KEY RESPONSIBILITIES

Accountability	Major Activities
<b>Operational</b>	<ul style="list-style-type: none"> <li>Participate in the facilitation of engaging sessional activities which are resident led and follow the core values of our model (My Community My Way).</li> <li>Participate in the development and maintenance of activities and experiences that encourage choice, decision making and work to promote, develop and support the lifestyle and wellbeing of a resident group with complex needs, who are or have been homeless and disadvantaged.</li> <li>Participate in the procurement and distribution of the resident's cigarette regime, toiletries, clothing and other essential items as required.</li> </ul>
<b>Regulatory Compliance and Quality</b>	<ul style="list-style-type: none"> <li>Strong and up to date understanding of standards and guidelines for residential aged care services.</li> <li>Participate in relevant audits conducted in the hostels in accordance with the audit calendar.</li> <li>Ability to complete all relevant and mandatory reviews and documentation within given timeframes and a Commitment to continuous quality improvement.</li> <li>Develop and maintain an understanding of the Policies and procedures and ensure that they are effectively communicated and implemented in aged care services.</li> </ul>
<b>Relationships</b>	<ul style="list-style-type: none"> <li>Ensure the Lifestyle program is documented, implemented and reviewed with the Lifestyle coordinator.</li> <li>Build relationships that support the efforts of the mission in delivering aged care services.</li> <li>Develop and maintain professional and appropriate relationships with residents, staff, volunteers and other SHM stakeholders as required with support of coordinator.</li> </ul>
<b>Communication.</b>	<ul style="list-style-type: none"> <li>Participate in regular team meetings to facilitate communication and staff development.</li> <li>Participate in annual performance Appraisals. attend supervision meetings with the Lifestyle coordinator on a regular basis and in accordance with policy and procedures.</li> </ul>

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<b>Professional Development</b>	<ul style="list-style-type: none"> <li>▪ Attend and participate in regular supervision sessions</li> <li>▪ Undertake all mandatory and core training in a timely manner</li> <li>▪ Participate in annual professional development and review (PDR) process and take responsibility for own training and development plan in collaboration with direct supervisor.</li> </ul>
<b>Health &amp; Safety</b>	SHM staff are responsible for taking reasonable care of their own health and safety and others in the workplace and are required to comply with relevant policies, procedures, and instructions
<b>RISK</b>	All SHM staff are responsible for considering, identifying and addressing risk in accordance with the responsibilities of their position.
<b>CQI (Continuous Quality Improvement)</b>	All SHM staff are encouraged to identify quality improvement opportunities and are responsible for implementing and monitoring CQI initiatives in accordance with the responsibilities of their position.
<b>TIC (Trauma Informed Care)</b>	All SHM staff are responsible for engaging in learning and development to integrate their understanding of and responsiveness to the impact of trauma within their work.

## MANDATORY REQUIREMENTS

- Entitlement to work in Australia
- Current NDIS Worker Screening Check
- Current COVID-19 vaccination certificate
- Valid driver's license to drive in Australia
- Current First Aid Certificates: HLTAID001 Provide Cardiopulmonary Resuscitation & HLTAID003 Provide First Aid

## QUALIFICATIONS

- Certificate IV in Leisure and Health or Certificate III in Individual Support

## KEY SELECTION CRITERIA

- Experience relevant to the delivery of activities within aged care services or Community setting, developing leisure programs – or experience relevant to the role
- Excellent verbal and written communication skills
- Strong alignment with the values of Sacred Heart Mission.

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## VISION, MISSION AND VALUES

Our vision is of an inclusive, fair, and compassionate community, which enables people to overcome disadvantage and realise their full potential. Our mission is to build people's capacity to participate more fully in community life, by addressing the underlying causes of deep, persistent disadvantage and social exclusion. Our Values are

- **Welcome** – we welcome and actively engage people in order to build relationships based on respect and trust.
- **Community** - we enable people to feel supported by and connected to the broader community.
- **Challenge** - we challenge the unjust social and economic structures that cause disadvantage, social exclusion, and homelessness.
- **Accountability** - we measure the impact of our work so that we can develop the evidence to address deep, persistent disadvantage and social exclusion.
- **Innovation** - we ensure that our services remain contemporary, creative, responsive, and effective.

***POSITION DESCRIPTION SHOULD BE REVIEWED ANNUALLY OR WHEN POSITION CHANGES***

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