



Position Title:	Community and Residential Lifestyle Assistant
Executive Manager:	Director of Clinical Services
Department:	Aged Care Services
Cost Centre:	J5006/ J2050
Employment Conditions:	Victorian Public Sector (Health Professionals, Health and Allied Services, Managers and Administrative Officers) Multiple Enterprise Agreement 2011 – 2015.
Code and Classification:	Allied Health Assist (Unq, Grade 1) TB1 - (Qual, Grade 2) TC1
Reporting To:	Community and Residential Lifestyle Co-Ordinator
Direct Reports:	Nil
Performance Review	Upon completion of 6 months probationary and qualifying period and annually or as requested thereafter
Key Selection Criteria:	<p><i>Mandatory</i></p> <ol style="list-style-type: none">1. Certificate III in Home and Community Care / Aged Care Cert IV Lifestyle and Leisure or a Health related discipline2. Demonstrated knowledge and awareness of the social, psychological and physical needs for the frail aged, people with disabilities and carers.3. Experience in dementia care.4. Current Victorian Drivers License5. Effective Computer skills within a Microsoft environment, including MS Office, Publisher, Outlook and Internet. <p><i>Desirable</i></p> <ol style="list-style-type: none">6. Current Victorian Light Rigid Drivers License - (Driver Accreditation Certificate required)



Our Purpose

Healthy Community, Local Care

Our Values

Empathy

We actively listen to understanding your feelings.

We show empathy by acknowledging others emotion

Individuals are included in decisions about their care and have their needs acknowledged

We provide choices and support individual wishes

Our actions demonstrate our compassion for others

Wellbeing

Safety is at the forefront of everything we do.

People feel safe in our care

We foster a person centred approach through flexible, individualised care.

We will support the physical, emotional, social and psychological health of all.

Community

People experience a welcoming, friendly approach.

We embody the cohesiveness and spirit of our communities.

Everyone feels connected and has a sense of belonging.

Our teamwork is built on cooperation, collaboration and communication

POSITION PURPOSE

This position is responsible for contributing to the delivery of community and residential – lifestyle programs with an Active Service Model/ Consumer Directed care approach. Responsibilities include but not restricted to: developing and delivering recreational and leisure based group activities, transportation of consumers and residents in and out of programs, assist with the development and implementation of individualised programs, assistance with meals, the promotion of health and wellbeing of consumers and administration tasks relating to the Lifestyle programs.

The objective of this program is to promote independence and autonomy, enhancing the skills required for daily living and health lifestyle choices through promoting appropriate physical activity and stimulation, good nutrition, maintaining an active mind, social connection and monitoring health and social needs.

As a member of the community and residential – lifestyle programs, the appointee will contribute to the overall performance of these teams consistent with Kyabram District Health Service Purpose and Values.



KEY EFFECTIVENESS AREAS

K.E. 1	DESCRIPTION
<p>Personal & Professional Development</p> <p><i>Demonstrated experience and understanding of the need for continuation of both personal & professional development.</i></p>	<ul style="list-style-type: none">Continually develop both personally & professionally to meet the changing needs of your position, career & industry.Attend all mandatory training sessions provided by KDHS and be actively involved in other training & development as required.Actively participate in the Performance Management process as required.Participate in an annual Personal Development Plan.
K.E. 2	DESCRIPTION
<p>Customer Service</p> <p><i>Excellent communication and interpersonal skills including demonstrated experience in liaising with a wide range of internal and external clients.</i></p>	<ul style="list-style-type: none">Achieve excellence in customer service, identifying that customers include patients, clients and residents, visiting health professionals, all staff employed by the Health Service, visitors and the community we are here to serve.Act in a professional manner at all times and positively promote the Health Service when dealing with internal & external customers.Maintain confidentiality on all issues relating to the organisation, the clients & fellow colleagues.Ensure preferences and diversity, including culture, sexuality and disability, are respected towards all clients and staff.Treat all clients with respect & equality, whilst being responsive to their needs through a person centered approach.Maintain a professional and pleasing telephone manner and be responsive to telephone inquiries.Dress and personal presentation to reflect the organisation and/or industry standards and regulations at all times.Recognise and report compliments and complaints by customers.
K.E. 3	DESCRIPTION
<p>Administration & Documentation</p> <p><i>Through the use of the KDHS processes ensure that all administration and documentation requirements are initiated and completed in a professional and timely manner.</i></p>	<ul style="list-style-type: none">Ensure that all documentation is accurate and completed in a professional and timely manner.Adhere to the Health Services Privacy Policy as it is a condition of employment. Any breach of the rules of privacy/confidentiality relating to the Health Services business, patients or medical records will result in disciplinary action and / or dismissal or a possible fine under the conditions of the Health Services Act (Vic).Participate in the planning and evaluation of lifestyle programs.Participate in the planning and evaluation of PAG and Lifestyle monthly planner and newsletters.Enter data into the UNITI/ Manad computer software, and update consumers MDS data and client master records.Assist with the preparation and recording of attendance and daily transport list.Ensure that information has been recorded for accounts.Record and document use of bus as per Planned Activity Group bus manual and transport policy (PAGPRO.012).Conduct and document intake, initial needs identification, assessment, consumers goal directed care planning, appropriate referrals with ongoing implementation and review.



K.E. 4	DESCRIPTION
<p>Technical Skills & Application</p> <p><i>Demonstrated knowledge and application of the skills required for this position. This includes knowledge and understanding of appropriate equipment, legislation, policies and procedures.</i></p>	<ul style="list-style-type: none"> • Assist with Co-ordination of consumer's menus, adhering to dietary and equipment requirements. • Document changes of consumer's health status in electronic file. Maintain consumers file ensuring all required documentation is in place and conduct regular evaluation and reviews. • Prompt communication to the coordinator of deterioration or change in a consumers or carers needs. • Participate in setting up of room for daily program. • Provide transportation to enhance access to the PAG program and activities via the PAG bus or car. Assist consumers on/off the bus or car as per procedure and bus equipment procedure. • Assist with delivery of midday meal, morning and afternoon tea and related clean up. • Ensure consumers feel welcomed, relaxed, enhancing sense of self and encourage program involvement. • At all times be aware and actively promote consumers' physical, mental and social well-being. • Participate in the affective delivery of all daily lifestyle activities. • Assistance with personal care of consumers when required as per care plan. • Assist in cleaning duties of wiping down the tables, checking toilets and tidying equipment and the room. • Liaise closely with consumer's families, friends and carers and respect their own objectives and needs. • Establish an effective, supportive and educational working relationship with work experience students. • Foster supportive working relationship with volunteers. • Complete tasks as per daily task allocation sheet. • Monitor and conduct activities as required by allocated portfolio areas.
K.E 5	DESCRIPTION
<p>Teamwork & Communication</p> <p><i>Demonstrated ability to lead and develop a diverse team or participate as active consumers of a team, consistent with the philosophy and policies of KDHS.</i></p>	<ul style="list-style-type: none"> • Be aware of, and practice according to, KDHS purpose, core values and strategies. • Demonstrate the ability to work consistently positively within a team to achieve team goals. • Foster effective working relationships within departments and between departments and resolve any conflict in accordance with Health Service procedures and our Values. • Ensure that all communication is professional, is channeled through the appropriate lines according to this Position Description and Health Policies and Procedures. • Read team meeting minutes and attend regular meetings when appropriate. • Attend network meetings when appropriate. • Ability to use diary / communication book appropriately and efficiently to enhance team communication and team cohesion.

K.E. 6	DESCRIPTION
<p>Quality / Safety and Risk Management</p> <p><i>Commitment to ensuring quality services are delivered to both internal & external clients through the quality, safety and risk management system.</i></p>	<ul style="list-style-type: none"> ▪ Act in accordance with all relevant external legislation & internal KDHS policies and procedures that relate to this position and the organisation. ▪ Participate in and contribute to quality improvement programs and other organisational activities to meet Accreditation Standards. ▪ Participate and contribute in occupational health and safety activities to ensure a safe work environment for clients, community, staff and visitors. ▪ Minimise exposure to incidents of infection / cross-infection of patients, residents, staff, visitors and the general public by adhering to the Health Services Infection Control policies and procedures. ▪ Cooperate with the Health Services Occupational Health, Safety and Risk policies and to participate in appropriate safety education and evaluation activities. ▪ Assist in completion of consumer lifestyle plans within both services ▪ Participate in the updating and development of policies and procedures for lifestyle programs. ▪ Assist in planning and implementing and diversity and inclusion plan activities. ▪ Actively participate in the development and the delivery of the CHSP/VIC HACC funding grant outcomes and implementation plan.

OTHER POSITION REQUIREMENTS

- Understand the requirement to work across both the community and residential lifestyle programs
- Statements included in this position description are intended to reflect in general the duties and responsibilities of the position.
- Management may alter this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- Food Handlers certification (or willingness to obtain)
- Current first aid (or willingness to obtain)

Inherent Physical Requirements

Kyabram District Health Service has a duty of care to all staff. The purpose of this section is to ensure that you fully understand and are able to perform the inherent requirements of the role (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your safety or others.

The role may require the following tasks among other things:

- Ability to sit at a computer workstation.
- Ability to transport consumers in wheel chair/s, and assist consumers when accessing the bus via loading/unloading on bus lift and steps. Ability to secure mobility equipment and anchor w/chairs adhering to bus procedure and safety standards.
- Ability to assist with the distribution of weights for strength and balance training program.
- Ability to assist with transfers of consumers including sit to stand transfers and use of lifters.
- Ability to carry out personal care tasks as per consumers care plan.



<u>1 Nursing / Patient Care Role</u>	<u>2. Maintenance / Hotel Services / Food Services Staff Role</u>	<u>3 Clerical / Administration Role</u>
<ul style="list-style-type: none"> ▪ manual handling (pushing, pulling equipment) ▪ general patient handling and clinical nursing duties ▪ sitting, standing, bending, reaching, holding ▪ pushing pulling trolleys and equipment ▪ general clerical, administration work, computer work ▪ use of personal protective equipment and handling ▪ handling general and infectious waste, ▪ work at other locations may be required ▪ shift work in most roles 	<ul style="list-style-type: none"> ▪ manual handling (pushing, pulling, lifting) ▪ generic maintenance work, working at heights ▪ generic outdoor work ▪ operating machinery ▪ sitting, standing, bending, reaching, holding, lifting ▪ computer work ▪ general clerical, computer and some admin work ▪ use of personal protective equipment and handling ▪ handling general and or infectious waste, ▪ work at other locations may be required ▪ shift work in some roles 	<ul style="list-style-type: none"> ▪ manual handling (pushing, pulling, lifting) ▪ sitting, standing, bending, reaching, holding, lifting ▪ computer work, data entry ▪ general clerical at varying levels , ▪ use of personal protective equipment ▪ handling general ▪ pushing and pulling trolleys / filing ▪ work at other locations may be required ▪ shift work in some roles

Residential

Approved By: _____ Supervisor Date: _____

Accepted By: _____ Incumbent Date: _____

_____ Print Name

Issued: April 2012, July 2014, Sept 2015	For Review: April 2013, July 2016, Sept 2017
--	--