### Position Description - Leisure & Lifestyle Coordinator

<table>
<thead>
<tr>
<th>Position title:</th>
<th>Leisure &amp; Lifestyle Coordinator</th>
<th>Date:</th>
<th>May 2017</th>
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</thead>
<tbody>
<tr>
<td>Position Reports to:</td>
<td>Director of Care</td>
<td>Authorised by:</td>
<td>Chief Executive Officer</td>
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<td>Position Responsible to:</td>
<td>Director of Care</td>
<td>Review date:</td>
<td>May 2020</td>
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### Organisational Context:
- Corumbene Care a fully accredited Aged Care Facility with the vision: “Great place to live ... great place to work”.
- Corumbene’s mission is to develop and deliver an integrated range of services which promote healthy ageing and support the wellbeing of the Corumbene Community.
- In seeking to most effectively achieve its mission, Corumbene has defined core values to guide behaviours.

### Organisational Values:

<table>
<thead>
<tr>
<th>Diversity and Tolerance</th>
<th>- We embrace our communities’ differences. We value the richness and variety of ideas and approaches that result from these differences and do not prejudge.</th>
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<tbody>
<tr>
<td>Connections</td>
<td>- We cherish relationships with family, friends and the community.</td>
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<td>Respect</td>
<td>- We respect the users of our services, ourselves and our community by committing to open, honest and courageous conversations.</td>
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<td>Develop &amp; Support Staff</td>
<td>- We provide a working environment that encourages and supports personal development.</td>
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<td>Adaptability</td>
<td>- We adapt to internal and external changes and embrace them as opportunities for improvement.</td>
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<tr>
<td>Resource Management</td>
<td>- We use our resources safely, efficiently and responsibly to achieve results and provide sustainable outcomes.</td>
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Position Purpose:

- To coordinate a small team of leisure and lifestyle staff and Corumbene’s volunteer community to deliver a leisure and lifestyle program to residents; such program is to stimulate, motivate and provide residents with a sense of well-being, in accordance with:
  
  - Corumbene’s Vision, Mission, Values and Behaviours
  - Aged Care Act & Principles
  - Corumbene’s Policies and Procedures
  - Statutory Legislation, Australian Standards & Industry Codes of Practice
  - Industry Best Practice
  - Accreditation Standards

- To ensure that the leisure and lifestyle program meets individual and group needs and interests and that residents feel engaged with the greater community.
- To assist with delivery of quality nursing care to the residents through collaboration with other members of their health care team.
- To assist in maintaining a happy safe home-like environment in which the residents may live in peace and with dignity.

Job Context:

- This position reports directly to the Director of Care, however the incumbent should consider guidance from other health care staff so as to ensure the highest quality of care for leisure and lifestyle program participants.
- The incumbent is expected to work with limited supervision and provide supervision to a small team of leisure and lifestyle professionals.
- The incumbent is expected to oversee the coordination of Corumbene’s volunteers.
- The incumbent is expected to actively contribute to Corumbene’s continuous improvement and accreditation processes.

Key Relationships:

Internal: Residents, Staff
External: Relatives/Advocates of Residents, Visitors, Volunteers, Community service providers and agencies, leisure and lifestyle practitioners network and representatives from Commonwealth agencies and Industry bodies

Limits of Authority:

- This position carries limited authority to commit financial resources in accordance with Corumbene’s delegation guidelines

Essential Requirements:

- Tertiary qualification relevant to the role
- Certificate III in Aged Care (partial certificate may be considered in some circumstances)
- Current National Police Certificate that satisfies the requirements of the Aged Care Act
- Current Senior First Aid Certificate
• Current manual driver’s license
• Genuine interest and commitment to the holistic well-being of the elderly, including an ability to empathise and understand their needs
• Sound programme coordination and supervisory skills
• Sensitivity and maturity to coordinate a Leisure and Lifestyle programme, including ability to:
  o assess leisure-related needs and abilities,
  o provide lifestyle management, leisure counselling and education,
  o devise both group and individual personal programmes
  o facilitate client choice and decision making
  o access creative and expressive recreation activities and opportunities for community involvement
• Demonstrated effective written, verbal and interpersonal communication skills
• Proficient IT skills, including Microsoft Office products
• Ability to complete busy workloads and respond to changing priorities
• Ability to work independently and flexibly in a team environment
• Preparedness to work within the Mission, Philosophy and Values of Corumbene Nursing Home

Desirable Requirements:
• Member of, or eligible for membership to, the Diversional Therapy Association of Australia
• Certificate IV in Leisure and Lifestyle or similar (partial certificate may be considered in some circumstances)
• Experience working in a leisure and lifestyle Program in an Aged Care Facility
• Understanding of the Aged Care Funding Instrument (ACFI)

Performance and Development Review:
• Annual formal review with quarterly informal reviews

Competency Assessments:
• As determined by Corumbene Nursing Home

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<tr>
<th>KEY RESULT AREAS</th>
<th>MAJOR ACTIONS</th>
<th>PERFORMANCE INDICATORS</th>
<th>EXPECTED STAFF BEHAVIOURS</th>
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</table>
| 1. Organisation and Administration | Provides leadership and manage a small Leisure and Lifestyle to ensure delivery of a high quality program that is compliant with industry standards | Leisure and lifestyle team is managed in accordance with Corumbene’s values and policies and procedures. | Arrives punctually and ‘work ready’
| | | | Has good time management
<p>| | | | Focuses on allocated duties |</p>
<table>
<thead>
<tr>
<th>2. Resident Care</th>
<th>Leisur and lifestyle plans and programmed activities are timely and appropriate</th>
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<td></td>
<td>Volunteers are coordinated and managed appropriately</td>
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<td>Documentation is timely and produced at an acceptable standard</td>
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<td></td>
<td>Inadequacies in procedures relating to resident leisure and lifestyle provision are identified and managed</td>
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<td></td>
<td>Follows policies and procedures</td>
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<td>Offers suggestions and supports efforts of others to improve standards</td>
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<td></td>
<td>Willingly trials new innovations</td>
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<td></td>
<td>Approaches problems as opportunities for improvement</td>
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<td>Advises manager of opportunities for cost savings</td>
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### 2. Resident Care

- Ensure a comprehensive and accurate leisure and lifestyle assessment/profile of each resident
- Develop, implement and evaluate individualised leisure and lifestyle programs in consultation and ongoing communication with residents, their family and other members of the health team
- Develop and ensure delivery of appropriate activities for groups of residents with similar needs/interests
- Ensure accurate records of all therapy provided at Corumbene and documentation of reactions and behaviours of individual residents to the program and their participation
- Contribute to the planning of care and evaluation of outcomes in collaboration with other health professionals
- Attend and contribute in a meaningful way to family conferences upon request
- Evaluate leisure and lifestyle activities and report observations to the Director of Care

### Leisure and Lifestyle Coordinator

- Leisure and lifestyle program has been planned according to needs and wishes of the resident and activities accommodate and are relevant to the resident’s individual needs
- Appropriate services sourced
- Evidence of resident and relative satisfaction with their leisure and lifestyle program
- Evidence of activities and celebrations of special occasions for residents
- Residents actively and appropriately encouraged to participate in the leisure and lifestyle program
- Consults residents about their wishes and respects their right to be different
- Delivers appropriate personal and emotional care to residents
- Personal interaction with residents and clients/relatives is respectful and professional at all times
- Works collaboratively with others in the best interests of the residents needs
### 3. Resident Lifestyle

- Provide support to facilitate independence and lifestyle
- Oversee the Volunteer Program ensuring appropriate activities for groups of residents with similar needs/interests
- Ensure accurate records are maintained of all volunteer activities and that responses to the program and participation is documented.
- Evaluate the Volunteer Program including activities and report to Director of Care

- Resident satisfaction.
- Evidence of informed choice by residents.
- Evidence of maintenance of independence
- Volunteer satisfaction with activities

- Encourages residents and clients to maintain their independence
- Supports residents to participate in activities
- All interactions with residents and volunteers is respectful and considers individual needs

### 4. Communication

- Establish clear and regular forms of communication with residents, volunteers, staff and stakeholders
- Maintain resident and organisational confidentiality at all times
- Demonstrate respect, empathy and understanding for residents, their families and staff
- Ensure appropriate, regular and timely communication with residents, relatives and friends about the leisure and lifestyle program and develop strategies to encourage participation
- Communicate co-operatively and effectively as a member of a team committed to ensuring quality leisure and lifestyle outcomes.
- Provide leadership and clear and effective direction to leisure and lifestyle team members and volunteers
- Liaise with community services as required
- Provide relevant and timely advice to the Director of Care on all therapy requirements for the home, including equipment, facilities and transport

- Evidence of regular communications with volunteers
- Evidence of communiqués and participation in activities designed to attract new volunteers
- Completes documentation to the required standards
- Provides all required information verbally or in writing as appropriate
- Follows Corumbene Nursing Home’s policies and procedures
- Constructive approach to issues
- Active participation at staff meetings
- Satisfactory feedback from residents, volunteers and/or community service providers

- Interacts with residents, clients and others in a friendly, open and enthusiastic manner
- Treats all residents and clients, staff and visitors courteously and with respect, honouring all undertakings with them
- Works constructively with others despite differences in style, perspectives etc
- Constructive approach to issues
- Plans workload with team members and manages differences in the best interests of residents
- Takes responsibility for keeping informed of workplace communications eg. reads communication book daily
| 4. Physical Environment and Safety | • Contribute towards a safe environment for all residents, volunteers and staff within Corumbene  
• Undertakes risk assessments for all activities conducted offsite and manage risks appropriately and effectively  
• Ensure reporting and documentation of all incidents and accidents, in accordance with the WH&S legislation and policies.  
• Participate in and ensure representation at the Work Health and Safety Committee.  
• Implement correct fire safety procedures and attend fire drills as required.  
• Ensures personal work practices comply with the Work Health and Safety policies and procedures and your responsibility as designated within the *Work Health and Safety Act* 2012  
• Ensure the volunteer program is compliant with Corumbene’s WHS policies and procedures  
| • Responds and reports on situations of risk or potential risk  
• Complies with Corumbene Nursing Home’s safety policies and procedures  
• Follows manual handling directives, using lifting machines appropriately  
• Complies with Infection Control standards, policies and procedures  
• Reports mal functioning equipment and removes from service  
• Proactively considers risks and manages risks appropriately  
• Risk assessments evident in practice. |
| 5. Organisation and Administration | • Liaises with community groups and other organisations to ensure residents have the option to engage with and maintain links to the greater Derwent Valley, Southern Highlands and Northern suburbs communities  
• Coordinate Corumbene’s volunteer program, including:  
  o administer recruitment processes  
  o conduct orientation  
  o coordinate and liaise with volunteers to assist them to participate in activities with residents that reflect the mission, philosophy and values of Corumbene  
  o monitor and support volunteers  
| • Residents identified needs are met  
• Volunteers are coordinated and managed appropriately in accordance with Corumbene’s values and policies and procedures.  
• Volunteer program continues to grow and ensures community links are maintained  
• Policies and procedures are regularly reviewed and updated  
• Volunteer training needs are assessed and appropriate training provided  
• Attends and participates in staff meetings  
• Completes staff surveys on request  
• Interacts with volunteers in a friendly, open and enthusiastic manner  
• Communicates respectfully and endeavours to accommodate differences  
• Embraces diversity |
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<td></td>
<td>o coordinate volunteer training</td>
<td>o update and develop program policies and procedures in consultation with HR and the Quality Manager</td>
<td>o plan and implement volunteer recognition processes</td>
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<td>o use networking and advocacy skills to develop and grow the volunteer program</td>
<td>o evaluate volunteer activities and provide quarterly reports to the Director of Care</td>
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<td></td>
<td>• Uses all equipment and supplies appropriately to complete duties effectively and economically, to minimise wastage</td>
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<td>• Attends meetings as required and contributes to discussions on resident activity issues</td>
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<td><strong>6. Education</strong></td>
<td>• Undertake Professional Development as part of the staff development program</td>
<td>• Evidence of participation at training sessions/seminars.</td>
<td>• Attends non essential as well as essential training</td>
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<td>• Provide leadership and contribute to the content of in-service education programs</td>
<td>• Evidence of continuing relevant self-education</td>
<td>• Undertakes training additional to that organised by Corumbene</td>
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<td>• Contribute to the maintenance of quality standards of resident care by ensuring that volunteers’ performance practices comply with all relevant legislation, statutory regulations and best practice standards.</td>
<td>• Evidence of volunteer training program development</td>
<td>• Shares knowledge and supports colleagues, especially new staff and volunteers</td>
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<td>• Oversee the development of training programs for Volunteers</td>
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Selection Criteria

**Essential:**
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2. Certificate III in Aged Care
3. Current National Police Certificate that satisfies the requirements of the Aged Care Act
4. Current Senior First Aid Certificate
5. Current manual driver’s license

6. Genuine interest and commitment to the holistic well-being of the elderly, including an ability to empathise and understand their needs
7. Sound programme coordination and supervisory skills and experience in managing volunteers
8. Sensitivity and maturity to coordinate a Leisure and Lifestyle programme, including ability to:
   - assess leisure-related needs and abilities,
   - provide lifestyle management, leisure counselling and education,
   - devise both group and individual personal programmes
   - facilitate client choice and decision making
   - access creative and expressive recreation activities and opportunities for community involvement
9. Demonstrated effective written, verbal and interpersonal communication skills
10. Proficient IT skills, including Microsoft Office products
11. Ability to complete busy workloads and respond to changing priorities
12. Ability to work independently and flexibly in a team environment
13. Preparedness to work within the Mission, Philosophy and Values of Corumbene Nursing Home

**Desirable:**
1. Certificate IV in Leisure and Lifestyle or similar (partial certificate may be considered in some circumstances)
2. Experience working in a Leisure and Lifestyle Program in an Aged Care Facility
3. Member of, or eligible for membership to, the Diversional Therapy Association of Australia
4. Understanding of the Aged Care Funding Instrument (ACFI)