

LIFESTYLE COORDINATOR

POSITION DETAILS:

Position Title:	Lifestyle Coordinator	Reports To:	Operations Manager Residential
Department/Division:	Care Services	Direct Reports:	Care Worker

POSITION SUMMARY

Design, implement and evaluate social, cultural, spiritual and activity programs aimed at improving the care recipient's quality of life through preserving social skills, self-esteem and an optimum level of physical activity ensuring care recipients receive the highest possible standard of care. Monitor, and manage the Star Services program and ensure the delivery of star services is in line with resident agreement. Ensure that all workers are operating in line with the Montessori model of care, particularly in the organisations Memory Support Units (MSU).

KEY RESPONSIBILITIES

Care Recipient Care

Ensure the highest standard of care is delivered to care recipients by:

- Undertake Capacity to Benefit assessments and assign star services in line with the residents wants, needs, goals and preferences and the ability to access or benefit from these services.
- Coordinate and plan lifestyle and star services activities, ensuring that all risks are identified and appropriate documentation is completed
- Reviewing, evaluating and reporting in consultation with the Operations Manager on programs utilisation rates, satisfaction and areas for improvement to residents and their representatives
- Undertaking Leisure and Lifestyle assessments and complete care plans in consultation with resident, significant others and the facility's health care team.
- Actively participating in the continual development of care recipient care plans and other documentation relevant to the care of the individual resident.
- Developing and managing an active and engaging lifestyle activity program based on the assessed needs of the care recipient and in line with the homes Star Services program
- Undertaking personal care in accordance with care recipient care plan when required
- Encouraging and motivating care recipients to participate in social and physical activities within their own capabilities through the communication and promotion of activities.
- Supporting care recipients to make informed decisions and choices and exercise autonomy, control and personal choice through the development and delivery of appropriate lifestyle programs.
- Assisting and encouraging care recipients to perform all tasks associated with maintaining their personal independence.
- Displaying respect, empathy and understanding towards care recipients and their families at all times.
- Reporting changes in care recipient's health status to Registered Nurse.
- Reporting and recording observations of changes in care recipients' behaviour or physical and mental health in a timely manner and in accordance with SCC Policy and Procedures.
- Communicating effectively with residents to facilitate provision of best care.
- Collaborating with health care team to inform policy and guideline development.
- Establishing and maintaining collaborative relationships with members of the health care team.
- Fostering an environment that is conducive to effective communication and complementary working relationships, with working peers and other health care professionals.
- Maintain appropriate volunteer staffing levels to effectively support facility volunteer requirements.
- Manager and support Volunteers to enable them to effectively meet roles and responsibilities for the organisation.
- Promote the role of volunteers and coordinate the support of volunteers within the activity program.
- Ensure all workers are operating in line with the Montessori model of care.

Regulatory Compliance and Continuous Improvement

Ensure work practices are continually improved and comply with the Aged Care Standards and Aged Care Act by:

LIFESTYLE COORDINATOR

- Oversee, monitor and evaluate the delivery of star services to ensure compliance to facility obligations
- Ensure Volunteer recruitment, onboarding, training and performance appraisal meets regulatory requirements and SCC policy
- Reporting and documenting all issues/concerns/matters in accordance with Southern Cross Care organisational policies and procedures.
- Recording care recipients' care assessments, care plans and any other documentation in accordance with Southern Cross Care procedures.
- Raising issues identified affecting care or the environment using Continuous Improvement system.
- Contributing and implementing new and/or revised programs to ensure the Aged Care Standards are met as they relate to the Stars program and leisure activities..
- Identify issues and/or opportunities for improvement in the care delivery environment by using the Continuous Improvement System.

Communications and Relationships

Maintain good care recipient and family relationships by:

- Consulting care recipients about their preferences when developing programs thus enabling care recipients to make choices about their care.
- Taking into account an individual care recipient's cultural and religious preferences when developing programs and interacting and assisting in daily care activities.
- Engaging with care recipients, families, advocates, colleagues, supervisors and other key stakeholders in a respectful, friendly, positive and co-operative manner.
- Maintaining resident confidentiality in accordance with SCC policy.
- Working in a collaborative manner as a member of a team to support the interests of care recipients.
- Discussing care recipient and/or family complaints with direct supervisor in a timely manner
- Disclosing promptly to direct supervisor any personal relationships that may conflict with
- SCC Code of Conduct and/or Professional Boundaries Guidelines.

Professional Conduct and Development

Aspire to achieve a standard of excellence by:

- Ensuring work practices, behaviour and interactions and consistent with the mission and philosophy of Southern Cross Care (Tas) Inc.
- Displaying respect, empathy and understanding towards care recipients and their families at all times.
- Organising time and workload to maximise productivity and service delivery within a specified time frame.
- Ensuring continual personal self and professional development to maintain current workplace best practice knowledge and skills.
- Attending relevant education and training programs.
- Actively participating in the performance appraisal process.

KEY PERFORMANCE INDICATORS

- Develop and maintain site lifestyle and Star Services calendar
- Complete evaluation and report on star services compliance
- Ensure completion of capacity to benefit assessments are completed on entry and then whenever there is a change or annually for all residents.
- Coordinate the completion of lifestyle assessments.
- Complete Evaluation of programs in a timely manner and report to residents and their representatives
- Ensure all planned activities are delivered in line with the Lifestyle & Star Services Calendar
- Manage and support Volunteers in line with SCC policy.
- Maintain an adequate Volunteer workforce to support the residents and activities of the facility

SELECTION CRITERIA

ESSENTIAL:

LIFESTYLE COORDINATOR

- Completion of an approved aged care specific course, to Certificate 3 level, and/or other relevant course through and AQF approved training provider
- Certificate 4 in Leisure and Health

DESIRABLE:

- Physical ability to undertake the work tasks required of the role
- Empathy and understanding of the needs, rights and responsibilities experienced by the frail elderly and their families
- Ability to plan, implement and evaluate an effective activity program for care recipients
- Ability to develop, implement and evaluate individualised leisure and lifestyle plans
- Basic understanding of the Aged Care Funding Instrument (ACFI) and associated documentation processes.
- Ability to work in a flexible manner as part of a support team
- Effective time management skills and the ability to work independently to plan and organise work to ensure completion of work to required standards and within prescribed time frame
- Demonstrated understanding of continuous improvement principles
- Well-developed communication (oral and written) and listening skills.
- Demonstrated IT literacy

SPECIAL EMPLOYMENT CONDITIONS

- Required to provide a satisfactory National Criminal History Record (Police Check) that is not more than three years old on employment and that complies with the requirements of the Aged Care Act 1997 prior to commencement of employment.
- All SCC employees, volunteers, and contractors must hold a valid registration to work with vulnerable people with an NDIS endorsement as this is a condition of registration for all NDIS providers under the NDIS Act 2013 and SCC Safety Screening Policy.
- Current and valid Tasmanian drivers licence.

SOUTHERN CROSS CARE VALUES

Compassion

- We respond willingly and positively to help meet the needs of those around us.
- We promote a sense of belonging and community.
- We demonstrate and foster empathy and sensitivity towards residents, clients, their families, our colleagues and the whole community.

Integrity

- We look for the good in all people and recognise the contribution of each individual as we work together.
- We demonstrate honesty and trustworthiness in all that we do.
- We are conscientious and ethical in our decision making and take responsibility for our own actions.

Respect

- We believe in the sanctity of life and that each life is unique and has special individual worth and dignity.
- We recognise and respect individuality and diversity.
- We treat all people with courtesy and respect regardless of gender, ethnic background, religious belief or economic circumstances.
- We manage our resources wisely to minimise the impact on the environment.

WORK HEALTH AND SAFETY REQUIREMENTS/CONTINUOUS IMPROVEMENT

Maintain a safe working environment and adopt safe work practices by:

- Ensuring an awareness and prompt identification of WH&S risks and hazards.
- Maintaining a safe environment for all staff and care recipients.
- Reporting, rectifying (where possible) and documentation of incidents, risks and hazards that come to your attention in accordance with Southern Cross Care (Tas) Inc's WH&S Policy.
- Ensuring an awareness of and the implementation of correct fire and security safety procedures, and participation in fire and security drills as required.

LIFESTYLE COORDINATOR

- Ensuring personal work practices comply with the organisation's workplace health and safety policies and procedures.
- Ensuring all staff members perform safe manual handling practices.
- Recognition and responding appropriately to unsafe or unprofessional practices.
- The role of Fire Warden for assigned areas is attached to this position. Ensure full awareness of the responsibilities and requirements of this role.
- Ensuring that all equipment and supplies are used appropriately to complete duties efficiently and economically so as to minimise wastage and/or abuse.
- Practice appropriate infection control procedures.
- Administer and manage medication in accordance with best practice and Southern Cross Care (Tas) Inc's policy and procedure.

AUTHORISATION

Manager Signature:		Date:	
Employee Signature:		Date:	