

## Lifestyle Coordinator

<b>Award/Agreement</b>	Current Resthaven Incorporated Residential Aged Care and Community Services Enterprise Agreement
<b>Responsible to</b>	Manager Residential Care Services
<b>Summary of role</b>	In accordance with the vision, mission and values of Resthaven, the Lifestyle Coordinator is responsible for planning and coordinating a comprehensive lifestyle program for residents.
<b>Reporting lines</b>	<p>The Lifestyle Coordinator is an integral member of the Lifestyle team which is the responsibility of the Manager Residential Care Services.</p> <p>The Lifestyle Coordinator provides first line supervision to Lifestyle Assistants and volunteers involved in the delivery of the Lifestyle program including general oversight of activities and delegation of tasks.</p>

### Key Responsibilities and Duties

- Develop a Lifestyle program for residents by:
  - planning and organising suitable group and individualised activities that are designed to maintain and improve the quality of life for residents
  - coordinating activities that cater to the individual social, religious and cultural needs of residents that meet the desired outcomes for the program
- Review the Lifestyle program by:
  - assessing program outcomes
  - evaluating resident needs
  - ensuring the program is delivered in accordance with Resthaven requirements and contemporary practice
  - identifying and implementing program changes as required
- General first line supervision of Lifestyle Assistants including delegation of tasks
- Provide oversight, guidance and support as the key contact for volunteers involved in the delivery of the Lifestyle program
- Maintain accurate documentation of activities
- Evaluate individual program plans and individual resident plans
- Assist with the implementation of the facility's Lifestyle program in collaboration with Lifestyle Assistants and volunteers
- Liaise with the Manager Residential Care Services regarding the purchase and maintenance of activity equipment and other resource needs of the Lifestyle program
- Perform work in a legal and ethical framework, which supports the rights and interests of residents by:
  - following appropriate reporting mechanisms to meet duty of care requirements
  - reporting all changes in health status to the Care Coordinator or their delegate
  - directing all enquiries regarding plan of care to the Care Coordinator or their delegate
  - completing documentation in accordance with legislation and Resthaven policy

### **Key Responsibilities and Duties (continued)**

- Provide appropriate support in the orientation of new employees including acting in the role of “buddy” to new employees as delegated

### **Quality and Safety**

Responsible for:

- Undertaking all duties in accordance with Resthaven’s Quality Management System, policies and procedures
- Participating in Resthaven Quality Management System and commitment to processes of continuous improvement activities, including auditing, surveys and needs analysis
- Maintaining a safe work environment in accordance with Resthaven Work Health and Safety Policies and Procedures, and actively participating in the rehabilitation of staff injured at work
- Assisting in the on-going maintenance of a safe work place through involvement in the implementation of safe systems of work in accordance with Resthaven Work Health and Safety Policies and Procedures
- Participating in mandatory Health and Safety training sessions
- Identifying and reporting hazards in the workplace

### **Privacy and Confidentiality**

Responsible for:

- Applying the principles of privacy and confidentiality to all work practices
- Adhering to Resthaven Privacy of Information Policy and Procedure at all times
- Maintaining a duty of confidentiality to all residents, clients, volunteers and staff
- Ensuring that any “Confidential Information” that becomes known through the course of employment with Resthaven is kept confidential including information relating to Resthaven’s:
  - business or operational interests;
  - methodology and affairs;
  - financial information; and
  - anything else that is notified as being confidential

Other duties as directed by the Manager Residential Care Services, commensurate with classification and training

## ESSENTIAL CRITERIA

- Certificate IV in Community Services (Lifestyle and Leisure) and/or relevant qualification at Certificate IV level
- Empathy with residents
- Assessment skills to identify individual and group activity needs
- Ability to plan, implement and evaluate a range of activities
- Ability to adapt to the changing needs of residents
- Excellent communication and interpersonal skills including demonstrated experience interacting with a wide range of people
- Ability to establish and maintain professional and appropriate relationships with residents and/or their families/representatives
- Commitment to maintaining confidentiality
- Commitment to respecting the values, customs, preferences and spiritual beliefs of residents and their families/representatives
- Ability to work as part of a team
- Demonstrated use of initiative
- Commitment to ongoing professional development
- Ability to cope with change and work demands
- Effective negotiation and conflict resolution skills
- Basic computer skills

## DESIRABLE CRITERIA

- Experience in providing activity program services in a residential care facility
- Experience supervising volunteers

Acknowledged \_\_\_\_\_  
Manager Residential Care Services

Date \_\_\_\_\_

Acknowledged \_\_\_\_\_  
Employee

Date \_\_\_\_\_