



# Cultivating Healthy Communities

<b>Position Title:</b>	Resident Lifestyle Coordinator
<b>Reports To:</b>	Nurse Unit Manager
<b>Direct Reports:</b>	NA
<b>Department:</b>	Clinical Services
<b>Classification:</b>	Leisure and Lifestyle Assistant Grade 1 – 3 (IN31 – IN33) <i>dependent on qualifications and experience</i> <b>or</b> Enrolled Nurse Level 1.1 – 1.6 (IB60 – IB65) Enrolled Nurse Level 2 Cert IV Year 1 – Year 6 (IB66, IB67, IB92 – IB95) Enrolled Nurse Level 2 Diploma Year 1 – Year 4 (IB68 – IB71) Enrolled Nurse Level 2 Diploma Year 5 (with 5 routes) (IB72)
<b>Employment Conditions:</b>	Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2025 <b>or</b> Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2020 – 2024
<b>Qualifying Period</b>	6 months from commencement date.

East Wimmera Health Service (EWHS) is a fully accredited small rural health service consisting of 40 Acute and 95 Aged Care beds across five campuses in the Buloke and Northern Grampians Shires in North Western Victoria. Covering the land first inhabited by the Dja Dja Wurrung, Barengi Gadjin, and Jaara Jaara peoples. EWHS encompasses the townships of Birchip, Charlton, Donald, Wycheproof and St Arnaud. EWHS provides a broad range of Acute, Community Based and Aged Care services integrated with local General Medical Practices. Additionally EWHS manages a number of other local services in post-acute care, planned activity groups and infection control. The duties of this position are to be performed with adherence to the purpose and values identified through EWHS’s strategic plan and compliance with the Code of Behaviour for staff of EWHS.

## Our Vision

To see sustainable improvement in the health and wellbeing of our community

## Our Purpose

To work together with our community to achieve better health and wellbeing outcomes

## Our Values

Together, Honesty, Empathy, Community, Open, Respect and Excellence



# Cultivating Healthy Communities

## **ROLE STATEMENT**

As a Resident Lifestyle Coordinator at East Wimmera Health Service (EWHS) you are required to develop and oversee a Lifestyle program that reflects the residents' preferences and enables individuals to maximise their abilities with an appreciation of the physical, social, cultural and religious background each person brings into the Aged Care setting.

## **POSITION SPECIFIC RESPONSIBILITIES**

### **Activity Program**

- Demonstrates an ability to prepare the monthly activity program to meet current consumer's needs.
- Demonstrates an ability to complete the activities as per the approved activity plan.
- Effective communication of the approved activity plan to the consumers, their allocated representatives and staff at the campus.
- Perform person centred assessment to develop individual care plan related to leisure and lifestyle.

### **Teamwork**

- Participate in innovative service development for EWHS.
- Communicate and collaborate professionally with internal and external peers, stakeholders and clients to promote EWHS.
- Perform all other duties as directed, within the limits of skill, competence and training to maximise flexibility and effectiveness.
- Respect decisions and actions of other staff; collaborates with team members to achieve desired consumer outcomes.

### **Administration**

- Works within their scope of practice under the delegation and direction of the Nurse Unit Manager.
- Demonstrated ability to estimate resource requirements for particular tasks.
- Raises resource issues in a constructive and solution-focused manner, in consultation with the nurse in charge.
- Displays and promotes correct documentation techniques and initiates regular documentation auditing to ensure legal, professional and organisational standards are met and maintained.
- Abide by EWHS's requirements pertaining to appropriate Information Security and Information Management regulations and report an accidental or malicious breach of these regulations to the appropriate department
- Ensure patient information is accurate and only released in line with the Health Records Act requirements.

### **Professional Competence & Development of Self and Others**

- Accepts responsibility for own continuing professional development by setting realistic goals based on assessment of individual strengths and learning needs.
- Supports the development of others by acting as a resource to colleagues and participating in orientation of new staff.
- Undertake all assigned Education Training Schedule units as outlined by EWHS.



## Cultivating Healthy Communities

### Quality / Safety and Risk Management

- Act in accordance with all relevant external legislation and internal EWHS 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 consumers, community, staff and visitors.
- Minimise exposure to incidents of infection / cross-infection of patients, consumers, staff, visitors and the general public by adhering to the Health Service Infection Control policies and procedures.
- Cooperate with the EWHS's Occupational Health and Safety policies and to participate in appropriate safety education and evaluation activities.

### Integrity

- The values and expected behaviours at EWHS support ethical and responsible decision-making and a culture where all staff behave with integrity and respond appropriately if behaviour (at any level within an organisation) falls short of expectations.
- EWHS's disclosure and reporting processes provide confidentiality, utilise effective investigation and escalation mechanisms and include a range of actions to address fraudulent, corrupt or other unacceptable employee behaviours.
- If you suspect unethical, fraudulent or corrupt behaviour, it is imperative to report that behaviour. Sometimes this behaviour is managed internally but if it meets the mandatory minimum requirements, the CEO as the principal officer at EWHS has a statutory obligation to report material issues to the Independent Broad-based Anticorruption Commission (IBAC)
- Reports can be made directly to the CEO or the Board depending upon the level within the organisation the suspected behaviour is occurring.

### Other Duties

- Exhibits a commitment the EWHS's values including the Standards of Behaviour.
- Undertake special projects or reports required by the Manager on a wide range of issues.
- Report all incidents through the incident management system.
- Practice in accordance with the relevant health care or industry standards.
- Complete mandatory training and education.
- Comply with relevant EWHS policies and procedures.
- Participate in quality improvement activities.
- Perform all other duties as directed within the limits of skill, competence and training to maximise flexibility and effectiveness.

### PERFORMANCE INDICATORS

The Resident Lifestyle Coordinator performance will be monitored against the following indicators:

- Active participation in and completion of annual performance development review.
- Activity care plan evaluation is undertaken at least monthly and is adjusted accordingly.
- Consumers expectations are met.
- Varied activities are demonstrated in plans.
- Individual therapy plans are thoroughly documented.
- Achieves full compliance with the Education Training Schedule (ETS).

### KEY BEHAVIORAL COMPETANCIES

- Customer Service
- Planning
- Interpersonal Savvy
- Functional / Technical Skills
- Time Management
- Decision Quality



## Cultivating Healthy Communities

### KEY SELECTION CRITERIA

- Certificate III in Aged Care or Certificate IV in Leisure and Health or an accredited qualification in lifestyle and leisure or working towards completion of.
- First aid certificate (level 2 or above).
- Food Handlers Certificate.
- Understanding of the Aged Care Standards.
- Demonstrated ability to work independently and as a team member.
- Demonstrated effective communication skills.
- Demonstrated computer skills in Microsoft Outlook, Word, Excel and Internet skills to enable quality communication.
- Evidence of recent annual influenza immunisation, willingness to obtain or evidence of valid medical exemption
- Evidence of full immunisation against COVID-19.

The Resident Lifestyle Coordinator at East Wimmera Health Service will hold:

- A current Victorian Drivers Licence.
- A current National Police Check or ability to obtain a satisfactory check.
- Ability to comply with the “Behavioural Outcomes” for this role.
- A Working with Children Check.

East Wimmera Health Service		
STANDARDS OF BEHAVIOUR		
Our staff will always:		Our staff will not:
<b>Together</b>	<ul style="list-style-type: none"> <li>• Work as part of the team</li> <li>• Mentor others</li> <li>• Provide encouragement to others</li> <li>• Care for others the way they would like to be cared for themselves</li> <li>• Partner with consumers in decision making about their healthcare</li> </ul>	<ul style="list-style-type: none"> <li>• Be self-centered</li> <li>• Have inappropriate conversations with others</li> <li>• Demonstrate a “can’t-do” attitude</li> <li>• Ignore feedback given by patients or colleagues</li> <li>• Avoid responsibility</li> <li>• Refuse to assist others with their workload</li> </ul>
<b>Honesty</b>	<ul style="list-style-type: none"> <li>• Be open &amp; honest with ourselves and with others</li> <li>• Make ethical decisions</li> <li>• Bring ourselves to work</li> <li>• Maintain high levels of integrity</li> <li>• Be responsible and accountable</li> </ul>	<ul style="list-style-type: none"> <li>• Be dishonest</li> <li>• Be unreliable</li> <li>• Pass the buck</li> <li>• Be lazy</li> </ul>
<b>Empathy</b>	<ul style="list-style-type: none"> <li>• Commit to delivering a positive health experience to every person every time</li> <li>• Show compassion to all people</li> <li>• Demonstrate empathy &amp; understanding</li> </ul>	<ul style="list-style-type: none"> <li>• Be sarcastic</li> <li>• Be judgmental</li> <li>• Make care decisions without consulting the consumer</li> </ul>
<b>Community</b>	<ul style="list-style-type: none"> <li>• Maintain customer focus</li> <li>• Lead by example</li> <li>• Be responsible &amp; accountable for their own actions</li> <li>• Stand up and take action</li> <li>• Escalate issues or behaviours of concern</li> </ul>	<ul style="list-style-type: none"> <li>• Be hypocritical</li> <li>• Contribute to rumours</li> <li>• Discriminate against others</li> <li>• Think they’re better than others</li> <li>• Be passive</li> </ul>
<b>Open</b>	<ul style="list-style-type: none"> <li>• Demonstrate consistency</li> <li>• Treat people equally</li> <li>• Be considerate &amp; understanding</li> <li>• Be collaborative and collegiate</li> <li>• Deal with issues</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate favouritism &amp; exclusion</li> <li>• Withhold information</li> <li>• Ignore issues</li> </ul>
<b>Respect</b>	<ul style="list-style-type: none"> <li>• Maintain confidentiality &amp; privacy</li> <li>• Be punctual</li> <li>• Listen to others &amp; accept differences</li> <li>• Respond courteously</li> <li>• Greet all people by saying hello, smiling and introducing themselves</li> <li>• Be culturally informed and sensitive</li> <li>• Respect diverse opinions</li> </ul>	<ul style="list-style-type: none"> <li>• Be arrogant</li> <li>• Be disrespectful</li> <li>• Display rudeness</li> <li>• Bully, harass or display aggression</li> <li>• Allow unacceptable behaviour</li> </ul>
<b>Excellence</b>	<ul style="list-style-type: none"> <li>• Expect and deliver excellence</li> <li>• Persevere to do the best job they can</li> <li>• Strive continuously to improve</li> <li>• Be professional &amp; enthusiastic</li> <li>• Have the courage to question what we do</li> </ul>	<ul style="list-style-type: none"> <li>• Give up</li> <li>• Accept mediocrity</li> <li>• Leave an untidy workplace</li> </ul>

**Staff at EWHS must also comply with both the Industry and organisational Code of Conduct**



# Cultivating Healthy Communities

## RISK ASSESSMENT / JOB ANALYSIS

East Wimmera Health Service provides a safe working environment for staff as part of the process Risk Assessments have been carried out and this position could include some or all of the following.

(Please mark (eg X or ✓) to those that apply to this position)

Aspects of Normal Workplace	Frequency			
	Occasionally	Regularly	Continual	NA
<u>Work Environment</u>				
• Work with the possibility of extended hours				✓
• Work in locations geographically separated from main facility	✓			
• Working off site which may include clients homes				✓
• Clinical areas			✓	
• Travelling or Driving in cars on a regular basis	✓			
<u>Work Activity</u>				
• Manage demanding and changing workloads and competing priorities	✓			
• Undertake administrative tasks including intensive computer keyboarding work, filing, writing, concentrating for long periods of time	✓			
• Sitting at the computer for extended periods of time	✓			
• Sitting in meetings for extended periods of time				✓
• Use of technology including photocopiers, telephones		✓		
• Undertake manual handling of equipment	✓			
• Patient Handling ( <i>No Lift Program operates throughout EWHS</i> )				
• Exposure to Substances ( <i>Protective equipment &amp; procedures in place to prevent contact</i> )	✓			
<u>Work relationships</u>				
• Work in a team environment and at times independently			✓	
• Interaction with staff from other disciplines and departments		✓		
• Interacts with: <ul style="list-style-type: none"> <li>○ colleagues and other hospital staff</li> <li>○ members of the public</li> <li>○ Patients and relatives</li> </ul>	✓		✓	✓



# Cultivating Healthy Communities

I acknowledge:

- That I have read and fully understand the Position Description and the position's Job Analysis.
- I agree that I have the physical ability to fulfil the inherent requirements of the position, and accept my role in fulfilling the responsibilities, activities and duties.
- I understand that the information provided is a general outline and may not encompass every aspect of the position.
- That EWHS may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- I understand that this is separate to the employment agreement that I will sign, outlining the terms and conditions of my employment.

**Name (please print)** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

## Document Control

Executive Sponsor: Director of Clinical Services

Manager Responsible: Nurse Unit Manager

Author(s): Pat Croft – Director of Clinical Services and Martin McGeown – Nurse Unit Manager

Last Review: 31 May 2023

Next Review: 31 May 2026