



POSITION	LEISURE AND LIFESTYLE ASSISTANT	DATE	
<b>LOCATION</b>		<b>EMPLOYMENT TYPE</b>	Full-time, part-time, casual
<b>REPORTS TO</b>	Leisure and Lifestyle Coordinator	<b>MANAGER</b>	Director of Care
<b>LEVEL OF RESPONSIBILITY</b>	Works under supervision of the Leisure and Lifestyle Coordinator, however may seek guidance from nursing and care staff on a daily basis with regard to any changes to resident care needs.		
<b>ORGANISATION CONTEXT</b>	<i>[Insert name of organisation]</i> is a fully accredited aged care organisation providing contemporary residential and home and community services. Our values include:  <i>[List organisational values]</i>		
<b>POSITION PURPOSE</b>	The role of the Leisure and Lifestyle Assistant is to assist the Leisure and Lifestyle Coordinator to organise and deliver leisure and lifestyle activities for residents and other services users in accordance with: <ul style="list-style-type: none"><li>› organisational policies and procedures</li><li>› organisational vision and values</li><li>› accreditation standards</li><li>› statutory legislation, regulations and industry codes of practice.</li></ul>		
<b>KEY RELATIONSHIPS</b>	<b>INTERNAL</b> <ul style="list-style-type: none"><li>› Staff</li><li>› Residents</li><li>› Volunteers</li></ul>	<b>EXTERNAL</b> <ul style="list-style-type: none"><li>› Residents' relatives and friends</li><li>› Advocates</li><li>› Visitors</li><li>› Medical and allied health professionals</li></ul>	

## 1. SELECTION CRITERIA

### 1.1 ESSENTIAL

- › Certificate III in Individual Support (or equivalent).
- › Certificate IV in Leisure and Lifestyle (or equivalent or working towards qualification).
- › Current satisfactory National Police Certificate.
- › Current driver's license.
- › Current first aid certificate.
- › A commitment to the holistic care and wellbeing of the elderly and genuine interest in working with the elderly.
- › Demonstrated effective written, verbal and interpersonal communications skills (see attached job role profile).
- › Ability to complete workloads within a busy environment that may have changing priorities.
- › *[List additional essential requirements.]*

### 1.2 DESIRABLE

- › Experience in working in residential or home and community care.
- › Experience working in a leisure and lifestyle role in aged care, disability or community care.
- › Experience in assessing client needs and developing programs designed to enhance client wellbeing with a person-centered care philosophy.
- › Experience working with volunteers.
- › Experience working as part of a team.
- › Experience writing progress notes or other care documentation (see attached job role profile).
- › *[List additional desirable requirement]*

## 2. LANGUAGE, LITERACY AND NUMERACY SKILLS

### READING

Read, understand and action:

- › client-related documentation
- › organisation-related documentation.

### WRITING

Complete and/or prepare:

- › organisation forms
- › progress/care notes
- › other documentation.

### NUMERACY

- › Complete time sheets
- › Undertake measurements
- › Maintain required timelines

### ORAL COMMUNICATION

Verbally communicate with:

- › Residents and clients
- › Families
- › Team members, peers and other colleagues

### LEARNING

Participate in relevant ongoing learning and professional development.

### DIGITAL LITERACY

Use organisational technology.

Use office equipment.

The attached **Job Role Profile** for the Leisure and Lifestyle Assistant contains a comprehensive list of tasks relevant to the role. The profile describes the language, literacy, numeracy and digital literacy skills required and the corresponding standard/level descriptions required for each task.

<b>3. ROLE RESPONSIBILITIES</b>	
<b>3.1 LEISURE AND LIFESTYLE ACTIVITIES</b>	<ul style="list-style-type: none"> <li>➤ Assist the Leisure and Lifestyle Coordinator to design an individual and group activity program which includes daily, weekly, monthly and yearly events aimed at improving residents' quality of life.</li> <li>➤ Deliver leisure and lifestyle social and therapeutic activities to residents and other service users in accordance with the program and identified individual needs.</li> <li>➤ Encourage residents and other service users to participate in the leisure and lifestyle program in accordance with their leisure and lifestyle care plans and/or other informal social contacts within the organisation and the community.</li> <li>➤ Regularly evaluate activities to ensure individual participant needs are being met and advise the Leisure and Lifestyle Coordinator when anomalies are detected.</li> <li>➤ Document the social, cultural, emotional and supportive care provided, and record resident or other service user behaviour.</li> <li>➤ Monitor resident or other service user's condition/health during program participation and communicate any uncharacteristic conditions and/or behaviour to the nurse in charge.</li> <li>➤ Immediately report any incidents involving a resident or other service user to nurse in charge and complete an incident form as per organisational policy.</li> <li>➤ <i>[List additional leisure and lifestyle responsibilities.]</i></li> </ul>
<b>3.2 PERSONAL CARE</b>	<ul style="list-style-type: none"> <li>➤ Attend to personal care activities of residents in accordance with individual care plans.</li> <li>➤ Assist residents to perform tasks to maintain their own independence.</li> <li>➤ Respect the resident or other service user's personal belongings and treat with care.</li> <li>➤ Maintain comfort, privacy and dignity for all residents and other service users.</li> <li>➤ <i>[List additional personal care responsibilities.]</i></li> </ul>
<b>3.3 WORKPLACE HEALTH AND SAFETY</b>	<ul style="list-style-type: none"> <li>➤ Engage in safe work practices in accordance with organisational WHS policy and procedure.</li> <li>➤ Maintain a safe work environment for residents, visitors, colleagues and self.</li> <li>➤ Do not engage in discriminatory, bullying or harassing behaviour.</li> <li>➤ Report and document incidents and accidents in accordance with organisational WHS policy and procedure.</li> <li>➤ <i>[List additional WHS responsibilities]</i></li> </ul>
<b>3.4 COMMUNICATION</b>	<ul style="list-style-type: none"> <li>➤ Maintain and respect resident, other service users and organisational confidences at all times.</li> <li>➤ Demonstrate empathy and understanding for residents, their families and other members of staff.</li> <li>➤ Actively participate in meetings and discussions in a constructive manner.</li> <li>➤ <i>[List additional communication responsibilities]</i></li> </ul>
<b>3.5 SELF-ORGANISATION</b>	<ul style="list-style-type: none"> <li>➤ Work as part of a busy team and be supportive of other team members</li> <li>➤ Prioritise tasks and make effective use of work time to ensure high-quality resident care and service delivery.</li> <li>➤ Understand the needs and respect the dignity of the elderly.</li> <li>➤ <i>[List additional self-organisation responsibilities]</i></li> </ul>

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<b>3.6 PERFORMANCE</b>	<ul style="list-style-type: none"><li>› Endeavor to perform duties to a high standard.</li><li>› Perform job role in a positive manner.</li><li>› Actively participate in organisational performance appraisal procedure.</li><li>› Engage in regular discussions with Leisure and Lifestyle Coordinator to receive and provide feedback.</li><li>› <i>[List additional performance responsibilities.]</i></li></ul>
<b>3.7 EDUCATION</b>	<ul style="list-style-type: none"><li>› Participate in mandatory training as outlined in the organisational training and professional development policy.</li><li>› Actively pursue learning and skill development opportunities.</li><li>› Participate in non-mandatory training, in-service training and external training as part of own professional development program.</li><li>› <i>[List additional educational responsibilities.]</i></li></ul>

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