

## POSITION DESCRIPTION

### Leisure and Wellness Coordinator

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**Your position:** Leisure and Wellness Coordinator  
**Your classification:** Residential Care Team Coordinator Grade 4  
**Your department:** Residential aged care  
**Where you'll work:** Various locations

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**You'll report to:** Your Service Manager  
**Your direct reports:** Nil

#### Your key relationships:

You'll be part of the collaborative Uniting team, led by the Service Manager, which includes Care Workers, Homemakers, Registered Nurses and Allied Health professionals, Pastoral Carers and Volunteers, who work together to serve older people and their families.

You'll also work with external stakeholders including community groups, local councils, other service operators, representatives of relevant government bodies and a range of providers and suppliers.

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## WHAT WE'RE ABOUT

**Our purpose:** To inspire people, enliven communities and confront injustice.  
**Our values:** As an organisation we are imaginative, respectful, compassionate and bold.

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## ABOUT THE ROLE

Our Leisure and Wellness Coordinator is core to the Uniting team, and live and breathe Inspired Care.

Leisure and Wellness Coordinators embody the Uniting person-centred care approach which aims to celebrate our clients as unique individuals. Working alongside the care team, clients' unique physical, psychological, social and spiritual wellbeing is enhanced through meaningful lifestyle and wellbeing programs.

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## ROLE OBJECTIVES

- To provide opportunities to improve clients quality of life through facilitating relationship-enabling environments & activities.
- To build and deliver an integrated approach for community engagement and inclusion that reflects the unique needs of each client, within and external to the home
- Establish relationships and networks within your local community to promote active ageing opportunities

- Promote the rights and privacy of our clients, in accordance with relevant policy and legislation
- Work for the continuous improvement of our service to ensure it's the best it can be, in line with Aged Care Accreditation Standards.

## YOUR RESPONSIBILITIES

### Financial management:

- You'll support positive client outcomes with programs that make the most of funding we receive.
- You'll monitor equipment, supplies and consumables and re-order as necessary, in line with relevant budgets.

### Operational processes:

- You'll support homemakers and care staff in households to facilitate client's leisure & lifestyle needs.
- You'll collaborate regularly with Homemakers to plan and facilitate opportunities for clients to engage in community activities.
- You'll work collaboratively with household staff to develop resources to assist the homemaker and care staff to facilitate individual client leisure & lifestyle activities.
- You'll develop strategies to engage and maintain ongoing connection and involvement in individual client's identified local communities.
- You'll periodically review the appropriateness of the community and leisure programs/partnerships and make effective use of our electronic management systems
- You'll share your knowledge and build capacity to promote participation of whole care team in the running of leisure and community programs to share with the Household.
- You'll work within relevant government legislation and Uniting policies and procedures.
- Queries and complaints from our clients and their families, as well as your co-workers and other service providers, that come your way, will be handled with a confidential and timely approach in consultation with your supervisor.
- You'll monitor our equipment to ensure it's in safe working order and request maintenance and repairs when needed and reduce client incidents and unsafe work practices

Where the employee holds tertiary qualifications, the following responsibilities also apply:

- Facilitate quality, timely and effective therapeutic programs in collaboration with care team that reflects the unique needs of each client.
- Promote team participation in the assessment, development, delivery and review of therapeutic programs.

### Client Management:

- You'll liaise with local community groups and networks to identify groups and services to support client's lifestyle choices within their households.
- You'll build relationships with external service providers and community groups/ individuals and identify possible partnership opportunities that will build on community inclusion.
- You'll advocate for our clients to enable choice and decision making that supports independence and quality of life, partnering with carers and families to enable our clients to maintain connections to their community.

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- You'll develop partnerships with external community groups and services that will promote opportunities for their inclusion into the home. (For example Intergenerational Playgroups, local association meetings or cultural specific events).
- You'll collaborate with clients, their families, staff and other stakeholders to identify a range of leisure & social activities that build a sense of community within the home.

**People management:**

- You'll identify, recruit and onboard volunteers that will support client's lifestyle and leisure choices, and support the activities of the home, in consultation with your supervisor.
- You'll contribute to a cohesive and harmonious team that respects each other's ideas, integrity and abilities.
- You'll maintain skills and knowledge related to your role, including regular attendance at training, team meetings and one-on-one supervision/support meetings with your supervisor.
- You'll support new or less experienced members of the Uniting team by sharing your knowledge and setting an example with your high standards of work.
- You'll identify team and volunteer training needs, providing peer support and mentoring.
- Your attention to personal safety and risk management, use of appropriate manual handling techniques and food and correct chemical handling procedures will contribute to a safe workplace.
- You'll model the values of the Uniting Church by respecting and valuing the inherent dignity and uniqueness of each person, celebrating diversity and passionately pursuing social justice and inclusion.

## KEY PERFORMANCE INDICATORS

**Financial management:**

- You'll produce accurate reports and documentation in accordance with the service, organisational and funding body timeframes.
- You'll work within budget and raise any variances you identify with your Service Manager.

**Operational processes:**

- You'll regularly liaise with Homemakers and provide support, guidance and resources to assist them in facilitating the client's lifestyle needs.
- You'll have up to date knowledge and database records of community resources, services and partnerships that reflect the cultural and leisure choices of the residents in the overall facility/home.
- You'll lead the evaluation of leisure and community outcomes through observation, feedback, care plan reviews and audits.
- Your assessments and documentation will be completed within the required timeframes, and be captured and maintained within the relevant electronic management system.
- You'll work within Uniting policies and guidelines.
- Your understanding of Aged Care Accreditation Standards and relevant regulatory requirements will lead to continuous improvement of our processes.

- Your recommendations for lifestyle programs are compliant with all relevant legislative and regulatory requirements.

**People management:**

- You'll implement agreed capability development, on the job coaching and learning programs to build competence, skills and knowledge in the team.
- You'll build and maintain collaborative relationships with your team, volunteers and visiting professionals.
- You'll document and report all hazards, incidents, formal and informal complaints and feedback that may impact the people you work with.
- You'll develop and maintain your knowledge and skills by actively participating in the training Uniting provides and your own professional development.

## THE IMPORTANT DETAILS

**Qualifications:**

- Certificate 4 Leisure and Lifestyle and/or equivalent qualifications and experience
- Current First Aid certificate
- Current Driver's Licence

**Your experience ticks the following boxes:**

- A good insight into the health, social or aged care services industries
- Expert understanding of what creates meaningful engagement for clients
- A sound understanding of community engagement & inclusion
- Know-how of contemporary leisure & lifestyle assessment and program planning processes
- Exceptional ability to engage and communicate with a range of stakeholders, and develop partnerships.
- A demonstrated ability to plan, develop and coordinate community and social events.
- Demonstrated ability to work autonomously and collaboratively to meet deadlines.
- Able to problem solve, negotiate, mediate and resolve conflict
- Great understanding of Work Health and Safety principles and risk management practices
- Exceptional organisation and time management skills.
- Ability and willingness to bring new concepts and ideas to the table.

**Even better:**

- Tertiary qualification in Allied Health, Social Sciences or a related field
- Previous experience in leading teams in an aged/community care or community or event environment
- Extensive knowledge of dementia & mental health in older people
- Confident in the application of adult learning principles
- High level computer and social media skills

## ABOUT UNITING

At Uniting, we believe in taking real steps to make the world a better place. We work to inspire people, enliven communities and confront injustice.

Our services are in the areas of aged care and disability, community services and chaplaincy and we get involved in social justice and advocacy issues that impact the people we serve. As an organisation we celebrate diversity and welcome all people regardless of lifestyle choices, ethnicity, faith, sexual orientation or gender identity.

We believe choice is everything. Uniting is the largest provider of aged care in NSW and the ACT with more than 15,000 people in our services. We offer aged care homes, independent living, care in the home and in the community, healthy living for seniors and respite care.

<b>Employee Name:</b>		<b>Managers Name:</b>	
		<b>Title</b>	
<b>Date:</b>		<b>Date:</b>	
<b>Signature:</b>		<b>Signature:</b>	