



Position Description

Version:

Position Title:	Leisure and Lifestyle Officer		
Position Number:		Cost Centre:	
Site/Facility:	Calvary Retirement Communities		
Department:	Leisure and Lifestyle		
Enterprise Agreement	<i>Calvary Retirement Community (NSW) and the Health Services Union - General Services Enterprise Agreement 2019</i>		
Classification:			
Reports To:	Manager		
Date of Preparation:	22 September 2014	Date Updated:	22 November 2021

Primary Purpose

The Leisure and Lifestyle Officer's role is to ensure the design, development and implementation of special programs to meet the needs of people with cognitive impairment. The Leisure and Lifestyle Officer will conduct programs in a manner that recognises the autonomy and independence of each Resident.

Organisational Environment

Founded in 1885 by the Sisters of the Little Company of Mary, Calvary is a charitable, not-for-profit, Catholic health care organisation. Our mission is to provide quality, compassionate health care to the most vulnerable, including those reaching the end of their life. With over 18,000 staff and volunteers, we have a national network of 14 Public and Private Hospitals, 72 Residential Care and Retirement Communities and 19 Community Care service centres

Calvary continues the mission of the Sisters of the Little Company of Mary, a mission focused on caring for those who are sick, dying and in need. We express our values of hospitality, healing, stewardship and respect through "being for others" exemplified by the Spirit of Calvary and the example of Venerable Mary Potter.

As an equal opportunity employer, we value diversity and are committed to fostering a workplace that is respectful, welcoming and inclusive where people are supported to draw strengths from their identity, culture and community. We value the integral dignity of each person, regardless of their religion, race, gender, cultural background or choices.

Accountabilities and Key Result Areas

Professional:

- Develop programs that are tailored to the needs of residents with a view to improving quality of life.
- Be aware of residents cultural and spiritual needs.
- Develop programs that are tailored to the physical and cognitive ability of residents
- Regularly display programs that inform Residents, relatives and staff of proposed activities.
- Conduct programs in a manner that recognises the autonomy and independence of each resident.
- Encourage positive interaction, improved self-esteem and a sense of achievement in residents by assisting them to participate fully in their chosen activities.

- Liaise with family members and assess the needs, preferences and capabilities of each Resident to compile appropriate individual activity assessments and care plans.
- Participate in the organisation of functions and explore options for, and develop the use of, available community facilities and resources.
- Encourage residents towards a higher quality of life through participation of meaningful activities and act as an advocate for residents.
- Work with and give guidance and basic training to students, aides, voluntary workers, relatives and staff as required.
- Keep management informed of any changes in the Resident's emotional or physical condition, as well as any behaviour changes or problems.

Documentation:

- Maintain accurate records of group and individual activities and attendance.
- Assess, develop and review care plans for Residents' activities and attend care review meetings as required.
- Provision of regular Leisure & Lifestyle related reports.
- Documentation is accurate and complies with legal requirements.
- Confidentiality is maintained.
- Management systems maintained to ensure systematic approach to documentation requirements, i.e. Care Planning.

Decision Making:

- Reconcile office expenses as required.

People and Culture:

- Work in accordance with the mission and vision of Calvary and actively participate in developing a culture that promotes Calvary's values of healing, hospitality, stewardship and respect
- Practice in accordance with Calvary and relevant Government Health policies and procedures, the position description, Code of Conduct and industrial agreements
- Build effective working relationships with stakeholders and clients.
- Respond to queries concerning LLO Activities, programs plans and resident interactions.
- Actively participate in, groups, and projects where appropriate.
- Work cooperatively with team members to achieve team goals .
- To actively participate in self development and training.

Service Development & Innovation:

- To always strive to improve the quality, efficiency & safety of work.
- To be part of a culture which encourage residents, their families and friends, members of the community and work mates to raise concerns, suggestions and complaints and see these as opportunities to improve the quality of our work.
- Prepare the agenda for the Residents meetings, in consultation with the Team Leader of the unit. To ensure the residents have a strong voice in the day to day management of the Facility.
- Participate in an integrated approach to care service delivery.
- Participate in the Facilities' processes for continuous improvement.
- Participate in Quality activities.
- Participate in organisational policy development processes.
- Provide feedback into the development of the Facility business plan.
- Be aware of the Aged Care Standards and ensure they are met or surpassed.
- Participate in the preparation of the Facility for Accreditation.

- Support complaints and comment mechanisms for residents, families and staff.

Community Engagement:

- Liaise with community organisations and businesses to assist in resourcing activities, programs and outings.

WH&S Responsibilities:

- Take reasonable care of your own health and safety and the health and safety of others in the workplace;
- Comply with relevant Calvary WHS policies, procedures, work instructions and requests;
- Report to your supervisor any incident or unsafe conditions which come to your attention;
- Observe any additional requirements as outline in Calvary’s WHS Responsibilities, Authority and Accountability Table (published on Calvary intranet)

Key Relationships

Internal:	<ul style="list-style-type: none"> • Residents • Care and support staff • Facility Management • Facility administration staff
External:	<ul style="list-style-type: none"> • Residents and families • Community organisations • Local business • Vendors • External bodies

Position Impact

Direct Reports:	N/A
Budget:	N/A

Selection Criteria

Essential

- Certificate IV Leisure & Lifestyle or other relevant qualification.
- Commitment to and willingness to work with the Calvary Retirement Communities Mission, Vision and Values.
- Current First Aid Certificate.
- Experience in the planning, implementation and evaluation of activities and programmes for frail people with cognitive impairment and other disabilities.
- Ability to document assessments, care plans and progress notes to meet legislative, funding and quality improvement requirements.
- Ability to work and communicate with people of all ages and cognitive ability and to obtain their trust and co-operation.
- Sensitivity to and understanding of the needs and interests of residents.
- Ability to work as part of a multi-disciplinary team to provide holistic care.
- Current NSW Driver’s Licence.
- High level of honesty and integrity.

Desirable

- Certificate III in Aged Care.
- Experienced in aged care or similar industry.
- Previous experience working with people from a culturally diverse background.
- Experience or qualifications working within palliative care.

Approvals

Job Holder's signature:

Date:

Manager's signature:

Date: