

Leisure and Activities Officer

Primary Purpose

The Leisure & Activities Officer supports the Home Manager and Clinical Leadership team to coordinate and deliver individual and group activities across the home to residents. The Leisure & Activities Officer will report to the Leisure and Activities Coordinator or the Home Manager and will actively ensuring the individual needs, wishes and goals of each resident is met within an environment where they feel supported, valued and treated with dignity and respect.

The Leisure & Activities Officer is part of an integrated team of people working within an established and agreed framework supporting the resident to live their best life.

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 and we encourage applications from First Nations peoples, people living with a disability, LGBTIQ+ people, people who have come to Australia as migrants or refugees and veterans.

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Responsibilities

Excellence in Service Delivery:

- Under the guidance of the Lifestyle & Activities Coordinator and/or Clinical Leadership team, identify and be involved in care planning, designing and delivering 1-1 care programming for residents that takes into account their lifestyle, hobbies and spiritual needs.
- Know residents care plans and be involved in family conferences.
- Contributes to individualised care planning that improves resident wellbeing by understanding the resident's life before admission into the home.
- Liaise with family members and assess the needs, preferences and capabilities of each Resident to compile appropriate individual activity assessments and care plans.
- Provide social and emotional support to all residents ensuring that care provision is holistic and person centred.
- Regularly display programs that inform Residents, relatives and employees of proposed activities.
- Under the guidance of the Lifestyle & Activities Coordinator and/or Clinical Leadership team, plan individual activities aligned to resident interests and needs that can be carried out by care team
- Maintain an active relationship with residents and their families to ensure ongoing needs and expectations are being met.
- Encourage residents to live their best life through participation of meaningful activities and act as an advocate for residents.
- With the support of the Care team, deliver a program of activities that are aligned to individual care needs and run group programs to increase socialisation.
- Ensure that residents can contribute to their community by participating in meaningful activities that engage them in normal daily life.
- Deliver a program of activities that Carers can initiate within a memory support unit.
- Participate in the organisation of functions and explore options for, and develop the use of, available community facilities and resources.
- Work with and give guidance and basic training to students, aides, voluntary workers, relatives and staff as required.
- Keep the clinical care team informed of any changes in the Resident's emotional or physical condition.

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- Maintain accurate records of activities and attendance.
- Assess, develop and review care plans for Residents' activities and attend care review meetings as required. Document in the file/ progress notes in accordance with policy.

Excellence in Service Development:

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

People and Culture:

- Practice in accordance with Calvary and relevant Government policies and procedures, the position description, Code of Conduct and industrial agreements.
- 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.
- Respect each person's privacy, dignity and confidentiality when providing services for residents.
- Promote and contribute to person-centred and resident-led care.
- Participate in all training relevant to their role and assist in training others in their role where reasonably directed to do so.
- Develop and maintain excellent relationships with families, visitors and the community.

Work Health & Safety

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
- Report all hazards, maintenance required and equipment in need of repair or service.

Key Relationships

Internal:	<ul style="list-style-type: none"> • Residents • Care and support staff • Home Manager and Clinical Care leadership team
External	<ul style="list-style-type: none"> • Residents and families • Community organisations • Local business • Vendors • External bodies

Position Impact

Direct Reports:	NA
Budget:	NA

Selection Criteria

Essential

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- Certificate IV Leisure & Lifestyle or other relevant qualification.
- Experience in the planning, implementation and evaluation of activities and programmes for older people with cognitive impairment and other disabilities.
- Ability to document assessments, care plans and progress notes to meet legislative, funding and quality improvement requirements.
- Current Driver’s Licence.

Desirable

- Current First Aid Certificate.
- 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

Employee Name & Signature:

Date:

Manager Name & Signature:

Date: