

Leisure and Activities Coordinator

Primary Purpose

The Leisure & Activities Coordinator supports the Home Manager and Clinical Leadership team to design, develop and implement individual and group activities across the home to residents. This will be done by understanding who the residents are including their identity, culture, diversity, beliefs and life experiences. The Leisure & Activities Coordinator 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 Coordinator 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.

Responsibilities

Approved by: National Executive Advisor Aged Care

Approved Date: 3.5.23

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Review Date: May 2025

Excellence in Service Delivery:

- In conjunction with the Clinical Leadership team and care planning, design and develop group and 1:1 care programs for residents that takes into account their individual 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.
- Activity promotes close relationships with families and carers for the health and wellbeing of residents. Liaise with family members and assess the needs, preferences and capabilities of each Resident to compile appropriate individual activity assessments and care plans.
- Design and display programs that inform Residents, relatives and employees of proposed activities.
- Design and plan individual activities aligned to resident interests and needs that can be carried out by the care team
- Actively promote residents towards a higher quality of life through participation of meaningful activities and act as an advocate for residents.
- With the support of the Lifestyle & Activities Officer and Care team, run group programs to increase socialisation.
- Ensure residents can contribute to their community by participating in meaningful activities engaging them in normal daily life.
- Maintain an active relationship with residents and their families to ensure ongoing needs and expectations are met.
- Deliver a program of activities that Carers can initiate within a memory support unit.
- Provides social and emotional support to all residents ensuring that care provision is holistic and person centred
- Participate in the organisation of functions 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 team members as required.
- Regularly communicate with the Clinical Leadership team of the home and keep them informed of any changes in the Resident's emotional or physical condition.
- Ensure accurate records of activities and attendance are documented.
- Continue to 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.

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Excellence in Service Development:

- 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.
- Working collaboratively with the Clinical Leadership team to ensure quality care outcomes are met across the home.
- Support complaints and comment mechanisms for residents, families and staff.
- Be involved in case conferences and care planning as part of a multidisciplinary approach with residents and families

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-centered 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

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

Key Relationships

Internal:	<ul style="list-style-type: none"> • Residents & families/carers • Care and support staff • Clinical Leadership Team
External	<ul style="list-style-type: none"> • Community organisations • Local business • Vendors • External bodies

Position Impact

Direct Reports:	NA
Budget:	NA

Selection Criteria

Essential

- Certificate IV Leisure & Lifestyle or other relevant qualification.
- 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.
- Current Driver's Licence.
- High level of honesty and integrity.
- Ability to understand and use information technology and programs and to learn new skills as required.
- Current National police check

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- Working knowledge of WH&S and Infection Control

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: