

Lifestyle Assistant

Award/Agreement	Current Resthaven Incorporated Residential Aged Care and Community Services Enterprise Agreement
Responsible to	Manager Residential Care Services
Summary of role	In accordance with the vision, mission and values of Resthaven, the Lifestyle Assistant is responsible for the delivery of resident activities as designated in the Lifestyle program.
Reporting lines	<p>The Lifestyle Assistant is an integral member of the Lifestyle team which is the responsibility of the Manager Residential Care Services.</p> <p>Lifestyle Assistants are accountable for their own actions whilst remaining responsible to the Manager Residential Care Services who has supervisory responsibility for this position.</p> <p>Day-to-day supervision is provided by the Lifestyle Coordinator who may allocate duties to the Lifestyle Assistant.</p>

Key Responsibilities and Duties

The details outlined below provide an overview of Lifestyle Assistant duties within Resthaven however daily routines are specified in the Duty Statement.

- Deliver suitable and safe group and individualised activities to residents in accordance with the Lifestyle program and in collaboration with volunteers
- Organise designated activities including preparation of materials and environment
- Maintain accurate documentation of activities including evaluation of individual program plans and individual resident plans
- Assist with the planning and organisation of activities that are designed to maintain and improve the quality of life for residents
- Participate in a regular review of the Lifestyle program in consultation with the Lifestyle Coordinator
- Perform work in a legal and ethical framework, which supports the rights and interests of residents by:
 - following appropriate reporting mechanisms to meet duty of care requirements
 - reporting all changes in health status to the Care Coordinator or their delegate
 - directing all enquiries regarding the program plan to the Lifestyle Coordinator
 - completing documentation in accordance with legislation and Resthaven policy
- Provide appropriate support in the orientation of new employees including acting in the role of “buddy” to new employees as delegated

Quality and Safety

Responsible for:

- Undertaking all duties in accordance with Resthaven's Quality Management System, policies and procedures
- Participating in Resthaven Quality Management System and commitment to processes of continuous improvement activities, including auditing, surveys and needs analysis
- Maintaining a safe work environment in accordance with Resthaven Work Health and Safety Policies and Procedures, and actively participating in the rehabilitation of staff injured at work
- Assisting in the on-going maintenance of a safe work place through involvement in the implementation of safe systems of work in accordance with Resthaven Work Health and Safety Policies and Procedures
- Participating in mandatory Health and Safety training sessions
- Identifying and reporting hazards in the workplace

Privacy and Confidentiality

Responsible for:

- Applying the principles of privacy and confidentiality to all work practices
- Adhering to Resthaven Privacy of Information Policy and Procedure at all times
- Maintaining a duty of confidentiality to all residents, clients, volunteers and staff
- Ensuring that any "Confidential Information" that becomes known through the course of employment with Resthaven is kept confidential including information relating to Resthaven's:
 - business or operational interests;
 - methodology and affairs;
 - financial information; and
 - anything else that is notified as being confidential

Other duties as directed by the Manager Residential Care Services, commensurate with classification and training

ESSENTIAL CRITERIA

- Relevant work experience in an aged care setting or similar environment
- Empathy with residents
- Ability to implement a range of activities
- Ability to adapt to the changing needs of residents
- Excellent communication and interpersonal skills including demonstrated experience interacting with a wide range of people
- Ability to establish and maintain professional and appropriate relationships with residents and/or their families/representatives
- Commitment to maintaining confidentiality
- Commitment to respecting the values, customs, preferences and spiritual beliefs of residents and their families/representatives
- Ability to work as part of a team
- Demonstrated use of initiative
- Ability to cope with change and work demands
- Basic computer skills

DESIRABLE CRITERIA

- Certificate III in Aged Care Work or relevant qualification
- Experience in providing leisure and health program services in a residential care facility

Acknowledged _____ Date _____
Manager Residential Care Services

Acknowledged _____ Date _____
Employee