

POSITION DETAILS	
POSITION TITLE	Leisure and Lifestyle Assistant
FUNCTIONAL UNIT	Residential Services
NOMINATED SUPERVISOR	Leisure and Lifestyle Coordinator
RELEVANT EBA / AWARD	Catholic Homes (Victoria) – Residential Services Enterprise Agreement 2013 - 2017
CLASSIFICATION LEVEL	Wage Skill Group 3-8
DATE OF REVIEW	July 2017

## VILLA MARIA CATHOLIC HOMES

Villa Maria Catholic Homes is a leading not-for-profit organisation providing quality holistic services and life enhancing opportunities for older people, children and adults with a disability, their families and carers.

Formed through the merger of Villa Maria and Catholic Homes in 2015, the organisation is one of Victoria's largest not-for-profit providers of disability, education, accommodation and senior services supporting 6,500 people across the state and southern New South Wales.

An agency of the Catholic Archdiocese of Melbourne, every day of the year about 2,000 staff and 500-plus volunteers respond to the unique needs of people and families we support with openness, innovation, creativity and flexibility.

## OUR VALUES

- **Respect:** We recognise and respect the dignity and uniqueness of each person.
- **Compassion:** We truly care and are always open to the needs of others.
- **Integrity:** We are honest and transparent in all our dealings and accountable for all our actions.
- **Collaboration and partnerships:** We empower people, realise potential and maximise the outcomes from our work.
- **Inclusion:** We are welcoming, inclusive and responsive in our hospitality and services.
- **Stewardship:** We value the resources for which we are responsible, and commit to their effective and efficient use, to achieve our Mission.

## MODEL OF CARE

Villa Maria Catholic Homes aims to enable residents to regain control of aspects of their life utilising the person-centred approach of the Montessori model of care. The Montessori principles aim to provide meaningful activities that have a purpose, focussed on the resident's capabilities and interests whilst enhancing self-esteem and showing respect.

## POSITION PURPOSE

- The Leisure and Lifestyle Assistant encourages and supports residents to participate in a wide range of interests and activities in line with their individual needs and care plan.

## POSITION RESPONSIBILITIES

### Provision of Care

- Demonstrate an understanding of the value of leisure and recreation in enhancing well-being;
- Ensure programs are prepared based on the Montessori principles of “relate, motivate and appreciate” to facilitate active resident engagement in activities and promote enablement of the individual;
- Use appropriate methods to assess resident’s leisure and health needs according to specific purpose and under the guidance of an experienced worker;
- Collect and review relevant information to establish the needs of residents, based on the leisure and recreation or relevant assessment;
- Promote and facilitate opportunities for participation in activities that reflect the resident’s individual physical, social, cultural and spiritual needs;
- Undertake appropriate planning of activities within team context to ensure resident needs are met;
- Contribute to developing timetables that provide structure and flexibility and serve as a communication tool;
- Organise activities for people living with dementia and other complex needs, which facilitate active engagement and enablement of the individual, and aim to maintain independence, using familiar routines and existing skills;
- Use effective facilitation techniques in the delivery of activities;
- Applying the Montessori principles, develop and implement strategies to deal with challenging behaviours;
- Develop motivational strategies to maximise resident participation in activities and evaluate effectiveness of strategies as indicated by the response;
- Involve the resident and their families in discussions about how support services are meeting their needs and any requirement for change;
- Identify variations in a resident’s physical condition and wellbeing and report according to organisation procedures;
- Identify aspects of the care plan that might need review and discussion with supervisor;
- Provide support according to duty of care and dignity of risk requirements;
- Recognise and report possible indicators of abuse or neglect and report according to organisation procedures;
- Recognise and support communication needs of residents, colleagues and external networks, and facilitate access to interpreters and translation services as required;
- Defuse conflict or potentially difficult situations with clients and colleagues and refer in accordance with organisational requirements;
- Assist the Leisure and Lifestyle Coordinator in the identification of team goals and to achieve safe and efficient work practices;
- Assist the Leisure and Lifestyle Coordinator in the orientation of new staff and volunteers;
- Undertake all work as part of the multi-disciplinary team and exhibit an awareness of the role of a joint approach to leisure and health programs;
- Wherever applicable, complete and maintain appropriate documentation that reflects resident lifestyle needs, using clear, accurate and objective language
- Maintain confidentiality and privacy of the resident, their families and colleagues, in all dealings within organisation policy and protocols;
- Perform other duties within the scope of practice and as required by the Leisure and Lifestyle Coordinator consistent with the broad emphasis of the position;

### Quality, Continuous Improvement and Risk

- Actively participate in the operation of the organisation’s quality system particularly in relation to the implementation of Aged Care Accreditation Standards to enhance resident choice and quality of living; occupational health and safety and compliance matters as they relate to lifestyle services;
- Demonstrate awareness of, and comply with statutory regulations and legislative requirements including, but not limited to, Food Safety, Occupational Health and Safety (i.e. infection and safety standards), Aged Care Act, Charter of residents’ rights and responsibilities, Equal Opportunity Act, Privacy Act;
- Demonstrate awareness of risks associated with providing care in aged care and ability to implement documented requirements and preferences of residents;
- Comply with the organisation’s informal and formal reporting requirements, including reporting observations to supervisor;
- Manage resources in a responsible, effective and cost efficient manner this includes stock control, following maintenance schedules, use of equipment;

### Professional Practice

- Be responsive, prompt and courteous when interacting with residents, families and colleagues and responding to the needs of residents/customers;

# Position Description

- Communicate in a manner that demonstrates respect, accepts individual differences and upholds rights;
- Manage time effectively; including prioritising daily tasks according to workflow, and working flexibly to take account of resident's needs;
- Protect the rights of residents, including confidentiality, privacy, individual choice and decision-making;
- Work as part of a team and demonstrate awareness of the role of other team members;
- Actively work to promote the organisation and colleagues in a positive manner at all times, both internally and externally;
- Commitment to work in line with Villa Maria Catholic Homes Values, policies and procedures, such as Code of Conduct, Bullying, Harassment & Discrimination Free Workplace Policy;
- Commitment to deliver lifestyle programs consistent with the Montessori principles;
- Participate in the initial and annual/ongoing performance appraisal, and on other occasions as required either formally or informally, to discuss ongoing work performance, set new work objectives and identify any personal learning requirements;
- Maintain knowledge and skills relevant to the position through participation in staff development programs. This includes attending mandatory training (i.e. Organisational Orientation, Food Safety, Occupational Health and Safety);

## KEY SELECTION CRITERIA

### Essential

1. Certificate IV Leisure and Health, or equivalent;
2. Current First Aid Certificate Level 2;
3. Demonstrated interpersonal skills including the ability to communicate effectively and compassionately with residents, families, employees and volunteers; patience; common sense and an understanding of client service;
4. Demonstrated understanding of, and sensitivity to, the issues related to services to older people;
5. Demonstrated awareness of the organisation's vision, mission and values;
6. Demonstrated understanding of the Montessori principles of care;
7. Demonstrated commitment to cultural diversity, equal employment opportunity and workplace health and safety appropriate to the level of the appointment;
8. Demonstrated ability and commitment to work as part of a team;
9. Demonstrated initiative and ability to work without supervision;
10. Demonstrated ability to be self-motivated and to promote a positive lifestyle environment;
11. Well-developed written and verbal communication skills;
12. Well-developed prioritisation and organisational skills with the ability to meet deadlines; and
13. Demonstrated ability to operate with discretion and to maintain complete confidentiality
14. Satisfactory completion of a National Criminal Records Check.

### Desirable

1. Relevant experience working in an aged care facility;
2. Demonstrated progress towards a Diploma in Leisure and Health or Diversional Therapy qualification;
3. Knowledge and understanding of Accreditation processes and outcomes; and
4. Proficiency in Health Care/Aged Care information systems, Microsoft Office, particularly Word, Excel and Outlook.