

i can

...do something
more meaningful



SA Health Job Pack

Job Title	Activity Coordinator - Leisure & Lifestyle
Eligibility	Open to Everyone
Job Number	843342
Applications Closing Date	25 September 2024
Region / Division	Eyre and Far North Local Health Network
Health Service	Streaky Bay MPS
Location	Streaky Bay
Classification	WHA3
Job Status	Ongoing Part Time (24 hours per week)
Salary	\$1,106.10 - \$1,117.60 per week (pro rata)

Contact Details

Full name	Lesley Hawker
Position	Nurse Unit Manager
Phone number	8626 1127
Email address	Lesley.hawker@sa.gov.au

Criminal History Assessment

Applicants will be required to demonstrate that they have undergone an appropriate criminal and relevant history screening assessment/ criminal history check. Depending on the role, this may be a Department of Human Services (DHS) Criminal History Check and/or a South Australian Police (SAPOL) National Police Check (NPC). The following checks will be required for this role:

- Working with Children Check (WWCC) - DHS
- National Disability Insurance Scheme (NDIS) Worker Check- DHS
- Unsupervised contact with Vulnerable groups- NPC
- Unsupervised contact with Aged Care Sector- DHS
- No contact with Vulnerable Groups - General Employment Probity Check - NPC

Further information is available on the SA Health careers website at www.sahealth.sa.gov.au/careers - see Career Information, or by referring to the nominated contact person below.

Immunisation

Risk Category B (indirect contact with blood or body substances)

This role carries specific immunisation requirements. To be eligible for appointment in this role you will be required to meet the immunisation requirements associated with Category B (indirect contact with blood or body substances). [Please click here for further information on these requirements.](#)

Guide to submitting an application

Thank you for considering applying for a position within SA Health. Recruitment and Selection processes across SA Health are based on best practice and a commitment to a selection based on merit. This means treating all applications in a fair and equitable manner that aims to choose the best person for the position.

A well presented, easy to read application will allow the panel to assess the information they need from your application. To give yourself the best opportunity to reach interview, the application should clearly and concisely demonstrate to the selection panel that you are suitably equipped to perform the role, and that you possess all of the stated minimum essential skills, abilities, knowledge, experience and educational qualifications (where required).

The online application form to apply for this position will ask for employment history, education, qualifications and referees however to understand the position and requirements we suggest you become familiar with the attached Job and Person Specification.

We request that you attach the following to your application -

- ↪ **A covering letter** of up to 2 pages introducing yourself to the selection panel and describing your skills, abilities, knowledge, qualifications and experience in relation to the position;
- ↪ **A current Curriculum vitae/Resume** that includes your personal details, relevant employment history, education, training courses, qualifications and professional memberships.

* Refer to [Guidelines for Applicants](#) for further information regarding

- Salary Packaging
- Opportunities for movement within SA Health
- Flexible working arrangements
- Criminal History screening and background checks
- Immunisation requirements
- Rights of review
- Information for applicants



ROLE DESCRIPTION

Role Title	Activity Coordinator - Leisure & Lifestyle
Classification	Health Ancillary Level 3 (WHA3)
Stream	Direct Care
Position Number	P24118
Local Health Network	Eyre & Far North Local Health Network Inc
Business Unit	Streaky Bay
Department/Section / Unit/ Ward	Nursing Home & Elmhaven Hostel
Criminal History Clearance Requirements	<input checked="" type="checkbox"/> NPC – Unsupervised contact with vulnerable groups <input type="checkbox"/> DHS Working With Children Check (WWCC) <input type="checkbox"/> NDIS Worker Check Please click here for further information on these requirements
Immunisation Risk Category	Category A (direct contact with blood or body substances) Please click here for further information on these requirements

ROLE SPECIFICATION

Summary of the broad purpose of the role in relation to the organisation's goals

The Leisure & Lifestyle Co-ordinator / Direct Care Worker is accountable to the Executive Officer/Director of Nursing through the Nurse Unit Manager Aged Care, for the provision of assistance with activities for Aged Care Residents. Leisure & Lifestyle activities are those which encourage independence and maintenance of a sense of self-esteem for residents by encouraging them to be involved in social and recreational events.

Responsible for the development and coordination of therapeutic and educational programs for older persons and people with disabilities, who require organised activities as part of their daily lives.

The development, implementation, and evaluation of individual and group diversional therapy programs for consumers of Streaky Bay aged care, is an essential requirement.

Assist in providing a direct client service to residents of the MPS residential aged care beds within Streaky Bay.

Reporting/Working Relationships

The Direct Care Worker (Residential) – Leisure and Lifestyle Person is accountable to the Nurse Unit Manager, Aged Care, the Executive Officer/ Director of Nursing and works in close collaboration with health professionals and is part of a multi-disciplinary team.

Confidentiality and Handling of Official Information

By virtue of their duties, SA Health employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential.

SA Health employees will not access or attempt to access official information, including confidential patient information other than in connection with the performance by them of their duties and/or as authorised.

SA Health employees will not misuse information gained in their official capacity.

SA Health employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.

White Ribbon

SA Health has a position of zero tolerance towards men's violence against women in the workplace and the broader community. In accordance with this, the incumbent must at all times act in a manner that is non-threatening, courteous, and respectful and will comply with any instructions, policies, procedures, or guidelines issued by SA Health regarding acceptable workplace behaviour.

Cultural Statement

Eyre & Far North Local Health Network Inc welcomes Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge, and life experiences they bring to the workplace. This LHN is a culturally inclusive work environment that is respectful of Aboriginal and Torres Strait Islander culture.

Performance Development

It is your responsibility to actively participate in the Performance Review & Development Program which will include a six (6) monthly review of your performance against the responsibilities and key result areas associated with your position and a requirement to demonstrate appropriate behaviours which reflect a commitment to South Australian Public Sector and Eyre & Far North Local Health Network Inc values and strategic directions.

Special Conditions

*NB Reference to legislation, policies and procedures includes any superseding versions

- > It is mandatory that no person, whether or not currently working in SA Health, will be eligible for appointment to a position in SA Health unless they have obtained a satisfactory Background Screening and National Criminal History Clearance.
- > Prescribed Positions under the Child Safety (Prohibited Persons) Act 2016 must obtain a satisfactory Working With Children Check (WWCC) through the Screening and Licensing Unit, Department for Human Services (DHS).
- > Approved Aged Care Provider Positions as defined under the Accountability Principles 1998 made in pursuant to the Aged Care Act 2007 (Cth) must obtain a satisfactory National Police Certificate (NPC) through the South Australian Police confirming the clearance is for the purpose of employment involving unsupervised contact with vulnerable groups.
- > Risk-Assessed roles under the National Disability Insurance Scheme (Practice Standards – Worker Screening Rules 2018) must obtain a satisfactory NDIS Worker Screening Check through the Department of Human Services (DHS) Screening Unit.
- > National Police Certificates must be renewed every 3 years thereafter from date of issue.
- > Working With Children Checks must be renewed every 5 years thereafter from date of issue.
- > The position is primarily located at Streaky Bay but the incumbent maybe required to work from other sites within Eyre and Far North Local Health Network area.
- > Must be an Australian Resident or hold a current working visa.
- > The incumbent will be required to enter into an Annual Performance Review and Development Plan for the achievement of specific, service or program outcomes.
- > Current driver's license and willingness to drive.
- > Must be flexible and willing to participate in a 7 day roster working varied hours/shifts across different settings.
- > Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met.

Statement of Key Outcomes and Activities

Contribute to the provision of a qualitative care for residents by:

- Collect and record data for use in identification of individual client's special needs
- Care of clients with identified special needs or requirements eg. pressure areas
- Providing care for clients which includes, bed making, bathing, showering, personal hygiene, grooming, toileting/continence management, maintenance of mobility/dexterity, transfer/lifting, mechanical aids, communication/assistance with aids eg. glasses and hearing aids
- distribution of clean laundry/personal attire
- cleaning of equipment, aids, utensils in work area (including personal possessions)
- cleanliness and neatness of clients environment
- transportation of clients
- Effectively liaise with nursing, maintenance and other appropriate staff and respond as required to needs identified
- Effectively consult with staff to maintain a safe work environment in accordance with the agency's occupational health, safety and welfare policies and procedures
- Plan and organise diversional therapy programs for individuals and/or groups
- assist in the self-administration of medication on medical authority to client
- provision of in-home services consistent with the duties defined by this stream.
- Plan, organise and provide diversional therapy to clients with identified needs
- Assist in the assessment of individual clients.

Contribute to the efficient and effective operation of the health unit by:

- Effectively working within a multi-disciplinary team
- May require the setup, program and operation of complex machinery, equipment and/or facilities, and recording systems including computerised systems
- Programme detailed work functions
- Interpret complex instructions and procedures
- Provision of guidance and assistance within their area of expertise to other employees which may include developing, arranging, and delivering internal and external training
- Tasks performed are relevant to a particular worksite or location and are performed either as an individual or as a team member
- May from time to time perform work of a lower level or incidental to their area of expertise.

Demonstrates and maintains a satisfactory knowledge and skill base to perform role by:

- Undertaking training as required and maintaining required skills and knowledge applicable to the role.

An employee at Level 3 will be required to perform duties at the lower level.

GENERAL

Employees have a responsibility and obligation to comply with statutory and organisational requirements, procedures and rules that are introduced to ensure a safe and healthy work environment, free of discrimination by:

- > Complying with all SA Health and EFNLHN workplace policies and procedures and Guidelines.
- > Comply with and have a working knowledge and understanding of the requirement for all staff employed in the organisation in regard to confidentiality
- > Contributing to the development and implementation of departmental strategic directions and plans.
- > Commitment to the continuous improvement and accreditation activities in the provision of customer service
- > Comply with and have a working knowledge and understanding of current Food Safety Standards and current Infection Control policies and procedures
- > Correctly utilising appropriate personal protective equipment
- > Ensuring cultural sensitivity is maintained by attending and contributes to their learning in diversity of cultural awareness and cross-cultural training, with a frequency to be determined as appropriate by the organisation

OFFICIAL

- > All staff will actively support and contribute to risk management by maintaining an awareness of the risks relating to their area of responsibility and accountability including the identification and reporting of such risks
- > It is the responsibility of every employee to ensure that no official record created or received (in any format) is destroyed without following prescribed retention procedures and subsequent authorisation from State Records. It is further the responsibility of every employee to ensure they gain an understanding of what constitutes an official record. It is a requirement that all employees will adhere to the prescribed Policy, Procedures & Practices of this organisation in relation to records management

Contribute to the well-being of people in South Australia through participation in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.

Contribute to the promotion and implementation of the Public Sector Act principles and practices and employee conduct standards, in particular Equal Opportunity and Occupational Health Safety and Welfare by adhering to the provisions of relevant legislative requirements.

PERSON SPECIFICATION

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- Certificate 3 in Aged Care or Individual Support
 - Completed or studying towards a qualification in Leisure & Lifestyle relevant to the position with at least 560 hours satisfactory in-service experience.
-

Personal Abilities/Aptitudes/Skills:

- Proven ability to work well within a team environment.
 - Excellent interpersonal and communication skills and the ability to relate to people from different cultures, backgrounds, and circumstances.
 - Ability to use discretion and maintain strict confidentiality.
 - Proven ability to meet deadlines and timeframes.
 - Ability to provide assistance and co-operation to other staff.
 - Demonstrated ability to perform work of a general nature under supervision.
-

Experience

- Completed at least **560 hours** satisfactory in-service experience.
 - Proven experience in exercising own judgment and initiative in the day-to-day execution of a position.
 - Demonstrated experience in the provision of a direct care service in a health-related field.
 - Demonstrated experience in dealing with aged, frail or disabled persons.
 - Experience in the use of computer packages eg. Microsoft Word, Excel.
-

Knowledge

- Knowledge of safe working conditions.
- Knowledge and commitment to customer service principles.
- Knowledge and understanding of the Occupational Health, Safety and Welfare Act and Risk Management principles .

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- A current first aid certificate.

Personal Abilities/Aptitudes/Skills:

- Strong commitment to the promotion and continuous improvement of a Leisure & Lifestyle Program.
- Ability to liaise/plan with regional colleagues and take on responsibilities relating to regional meetings and program activities.
- Demonstrated ability to engage, motivate and build positive relationships with colleagues and residents.

Experience

- Experience with planning and delivering Diversional therapy activities in a residential aged care setting.
- Experience with working with the older person with dementia and tailoring activities to suit their needs and interests

Knowledge

- Knowledge of Equal Employment Opportunity legislation
- Knowledge of Aged Care Standards.
- Knowledge of aged care related issues.

Other Details:

ORGANISATIONAL CONTEXT

Organisational Overview:

Our mission at SA Health is to lead and deliver a comprehensive and sustainable health system that aims to ensure healthier, longer, and better lives for all South Australians. We will achieve our objectives by strengthening primary health care, enhancing hospital care, reforming mental health care, and improving the health of Aboriginal people.

SA Health is committed to a health system that produces positive health outcomes by focusing on health promotion, illness prevention and early intervention. We will work with other government agencies and the community to address the environmental, socioeconomic, biological, and behavioural determinants of health, and to achieve equitable health outcomes for all South Australians.

Our Legal Entities:

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Wellbeing.

The legal entities include but are not limited to Department for Health and Wellbeing, Central Adelaide Local Health Network, Northern Adelaide Local Health Network, Southern Adelaide Local Health Network, Women's and Children's Health Network, Barossa Hills Fleurieu Local Health Network, Eyre and Far North Local Health Network, Flinders and Upper North Local Health Network, Limestone Coast Local Health Network, Riverland Mallee Coorong Local Health Network, Yorke and Northern Local Health Network and SA Ambulance Service.

SA Health Goals and Strategies:

The achievement of key SA Health goals, directions and strategies are articulated within the following:

- > South Australian Health and Wellbeing Strategy 2020-2025
 - > State Public Health Plan 2019-2024
 - > SA Health Strategic Clinical Services Plan 2021-2031
 - > SA Mental Health Services Plan 2020-2025
 - > SA Health Clinical Services Capability Framework
-

Eyre and Far North Local Health Network:

Our Local Health Network (LHN) is responsible for the planning and delivery of hospital and health services over 337,626 square kilometres, taking in the Eyre Peninsula, western part of South Australia and north of Coober Pedy. It supports approximately 40,000 people.

Services provided within the Eyre and Far North region include accident and emergency, day and inpatient surgery, Aboriginal health, mental health, obstetric services, chemotherapy, renal dialysis, community and allied health, and aged care and disability services.

We have Health facilities located within Port Lincoln, Tumby Bay, Cummins, Lock, Elliston, Streaky Bay, Wudinna, Kimba, Cleve, Cowell, Ceduna and Coober Pedy.

The health units within the Eyre and Far North LHN have dedicated and experienced staff who strive to meet the needs of the community by providing the highest level of health care.

Values

SA Health Values

The values of SA Health are used to indicate the type of conduct required by our employees and the conduct that our customers can expect from our health service:

- > We are committed to the values of integrity, respect, and accountability.
- > We value care, excellence, innovation, creativity, leadership and equity in health care provision and health outcomes.
- > We demonstrate our values in our interactions with others in SA Health, the community, and those for whom we care.

EFNLHN Values

The values of SA Health are used to indicate the type of conduct required by our employees and the conduct that our customers can expect from our health service:

Accountability	Connected	Respect	Caring
✓ We value taking responsibility for all that we do	✓ We value being part of our local community and our LHN community	✓ We value every individual and their uniqueness	✓ We value providing compassionate care to those who need it
✓ We value acting with integrity when striving to achieve our goals	✓ We value listening and collaborating with others	✓ We value being considerate and kind to ourselves and others	✓ We value putting our consumers at the centre of everything we do
✓ We value following through on what we say we will do	✓ We value two-way communication	✓ We value the diversity of our communities and the people in them	✓ We value taking the time to understand our consumers and their needs

Code of Ethics

As a public sector employee, you have a responsibility to maintain ethical behaviour and professional integrity standards. It is expected that you act in accordance with the Code of Ethics and contribute to a culture of integrity within SA Health.

The Code of Ethics for the South Australian Public Sector provides an ethical framework for the public sector and applies to all public service employees:

- > Democratic Values - Helping the government, under the law to serve the people of South Australia.
- > Service, Respect and Courtesy - Serving the people of South Australia.
- > Honesty and Integrity- acting at all times in such a way as to uphold the public trust.
- > Accountability- Holding ourselves accountable for everything we do.
- > Professional Conduct Standards- Exhibiting the highest standards of professional conduct.

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

Aboriginal Health

SA Health acknowledges culture and identity as being integral to Aboriginal health and wellbeing and is committed to improving the health of Aboriginal people.

OFFICIAL

SA Health vision for Reconciliation is the gap is closed on Aboriginal health disadvantage; and Aboriginal people share the same rights, respect and access to opportunities and benefits as all South Australians.

Approvals

Role Description Approval

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

Name: _____ **Role Title:** _____

Signature: _____ **Date:** _____

Role Acceptance

Incumbent Acceptance

I have read and understand the responsibilities associated with role, the role and organisational context and the values of SA Health as described within this document.

Name: _____ **Signature:** _____

Date: _____