

Wheatfields Inc.  
WI7-3c-02.I.

## Job & Person Specification Life Style Coordinator

<b>Current Incumbent:</b>		<b>Date of Appointment:</b>	
<b>Employment Status:</b>	Part-time Hours of work as per Contract of Employment	<b>Immediate reports to this Position:</b>	Two plus Volunteers
<b>Organisational Unit/ Department:</b>	Lifestyle Department	<b>Classification and/or Salary:</b>	As per Contract
<b>Position reports to &amp; Relationships:</b>	The Lifestyle Coordinator (LC) reports directly to the Executive Officer The Position will establish and maintain good working relationships with members of the Management Team and appropriate external key stakeholders and/or service providers, for example, relevant Government Agency contacts; Advocacy Services		
<b>Position Purpose:</b>	The Lifestyle Coordinator is responsible for the development and delivery of the lifestyle, leisure and activities program designed to maintain and/or improve consumers' quality of life, encourage and support consumers to participate in a wide range of activities of interest to them and for the supervision and management of lifestyle staff and volunteers.		
<b>Qualifications:</b>	Certificate IV in Leisure and Health or equivalent		
<b>Award/Agreement Classification:</b>	Aged Care Workers United Voice and ANF Agreement		
<b>Resource Management:</b>	Facilities, Financial, Human	<b>Total staff management (FTE):</b>	2

### ORGANISATION'S VISION, PURPOSE & VALUES

#### Vision:

Wheatfields Inc. aims to deliver responsive, flexible, innovative and effective services, within a community environment.

To ensure the standard and consistency of service excellence is met with a satisfied consumer being the ultimate outcome.

Embodied in our quality system is support for the principles outlined in the "Charter of Aged Care Rights"

#### Philosophy:

File: J&PS – Lifestyle Coordinator	<b>CONTROLLED DOCUMENT</b>	Page   1
Issued: September 2020	Reviewed: Annually with APR	Print Date: 29/09/2020 (Uncontrolled when printed)
N:\General Access\Manuals\2019-21 Intergrated Management System\3. Work Instruction Manual\7. Human Resources\WI7-3c-02.I. Job and Person Specification Lifestyle Co-ordinator.docx		

We believe in the provision of high quality holistic care to consumers that recognises individuality and promotes self-esteem.

Care is provided by skilled staffs who promote loyalty, teamwork and quality principles.

We believe in the promotion and support of people to exercise choice and independence, and that every person has the right to live with dignity and privacy.

Wheatfields Inc. service delivery will reflect best practice in the industry, based on research and other available evidence.

Couples Ageing Together and the Ageing in Place philosophies are supported by the Board and Staff.

The nature of services will be designed directly in response to the assessed care needs.

We will provide an environment that is safe and comfortable, well maintained and promotes a community atmosphere

**Values:**

Wheatfields Inc.

- Advocates for our consumers
- Respects the privacy and dignity of individuals.
- Delivers care and services that values the consumer's identity, culture and diversity.
- Ensures all consumer's informed choices about care and services are listened to, understood and documented to support the consumer to live the life they choose.
- Consults with person(s) of the consumer choice in planning the delivery of care for consumers ensuring dignity, privacy and respect is maintain at all times.
- Encourages self-reliance and independence of consumers ensuring right of consumers to make their own decisions about their care and services, as well as their right to take risks.
- Fosters family relationships and community involvement.
- Values integrity and openness.
- Adherence to the professional nursing standard for care delivery.
- Adheres to the principles of quality management and continuous improvement.
- Promotes personal and professional growth opportunities amongst stakeholders.
- Planning and commitment is centered on the care and well-being of each and every consumer.
- No consumer is prejudiced in the delivery of care.

File: J&PS – Lifestyle Coordinator	<b>CONTROLLED DOCUMENT</b>	Page   2
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N:\General Access\Manuals\2019-21 Intergrated Management System\3. Work Instruction Manual\7. Human Resources\WI7-3c-02.I. Job and Person Specification Lifestyle Co-ordinator.docx		

***JOB COMPETENCIES REQUIRED***

- ◆ Certificate 4 Leisure and Lifestyle and/or equivalent qualifications and experience
- ◆ Understanding a client-centric approach to residential / aged care.
- ◆ Complete comprehensive individual assessments of consumer's leisure and support for daily living that meets the consumer's needs, goals and preferences and optimise their independence, health, well-being and quality of life.
- ◆ Experience in the development and implementation of company policy and strategies.
- ◆ Ability to set realistic goals and plans, and organise resources efficiently and effectively, identifying means of improving work performance and outcomes.
- ◆ Provide leadership and clear effective direction to the lifestyle team and volunteers ensuring staff skill mix is rostered effectively to meet the consumer needs.
- ◆ Demonstrate a high level of time management, productivity and organisational skills.
- ◆ Solid working knowledge and understanding of the Work Health and Safety; Employment; Aged Care legislation, including the Aged Care Quality Standards as may be amended from time to time, and legal/business implications of non-compliance.
- ◆ As part of a multi-disciplinary team assist with the development and implementation of strategies to deal with behaviours and psychological symptoms of dementia to improve the quality of life and wellbeing for the consumers.
- ◆ Actively participate in the operation of the organisation's quality system particularly in relation to the implementation of Aged Care Accreditation Standards to enhance consumer choice and quality of living.
- ◆ Maintain communication with catering staff and nursing staff for consumer's provision of food and beverages and ability to participate in activities and special events.

***JOB COMPETENCIES DESIRED***

- ◆ Experience in Lifestyle Coordinating in the not-for-profit sector, and/or in a rural setting.
- ◆ Demonstrating an understanding for the vision, purpose, and values of Wheatfields Inc.
- ◆ Negotiation & conflict resolution skills in a unionised environment.

<b>KEY RESULT AREAS</b>	<b>KEY ACTIVITIES</b>	<b>STANDARD MEASURES</b>
<b>Operational Management</b>	<ul style="list-style-type: none"> <li>• Provide leisure and recreation activities that will enhance the wellbeing of consumers in a range of different contexts, as part of everyday life.</li> <li>• Involve the consumer and their families/representatives in developing a leisure and health program plan based on the clinical assessment and evaluate consumer outcomes and effectiveness of programs</li> <li>• Identify and manage needs/ risk associated with lifestyle activities in line with consumers care and preferences in supporting them to safely maintain independence and function in promoting the consumer to experience their environment safely.</li> <li>• Plan and coordinate activities for people living with dementia and other complex needs, which aim to maintain independence, using familiar routines and existing skills.</li> <li>• Plan and implement activities that enable the consumer to take part in the community.</li> <li>• Complete comprehensive assessments of consumer's leisure and support for daily living that meets the consumer's needs, goals and preferences and optimise their independence, health, well-being and quality of life on admission and 6 monthly.</li> <li>• Conduct an annual Lifestyle Activities Interest and Satisfaction Survey.</li> <li>• To build and deliver an integrated approach for community engagement and inclusion that reflects the unique needs of each consumer.</li> <li>• Coordinate Consumers Privacy and Consent records to maintain an accurate profile.</li> <li>• Member of the Executive Team.</li> </ul>	<ul style="list-style-type: none"> <li>• All consumers Lifestyle assessments are conducted in the first month of admission.</li> <li>• Articles/information for Wheatfields newsletter must be completed no later than 3 days before month end.</li> <li>• All consumer lifestyle care plans must be reviewed 6 monthly.</li> <li>• Improved Engagement within the community.</li> <li>• All Consumers have a signed Privacy/Consent Form.</li> </ul>
<b>Financial Management</b>	<ul style="list-style-type: none"> <li>• In collaboration with the Executive Officer and Administration Manager, participate in the preparation of the annual cash-flow budget for</li> </ul>	<ul style="list-style-type: none"> <li>• Expenditure is maintained within budgetary constraints.</li> </ul>

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<b>KEY RESULT AREAS</b>	<b>KEY ACTIVITIES</b>	<b>STANDARD MEASURES</b>
	Wheatfields Inc. Lifestyle Department.	
<b>Clinical Leadership</b>	<ul style="list-style-type: none"> <li>Encourage evidence-based practice in delivery of consumer lifestyle care.</li> <li>Educate and mentor staff to achieve high standards of care.</li> <li>Liaise with allied health professions as necessary.</li> <li>Encourage good communication with consumers' family members and representatives and other members of the community as necessary.</li> <li>Ensure confidentiality of information.</li> </ul>	<ul style="list-style-type: none"> <li>Consumer records are accurate and up-to-date.</li> <li>Zero formal consumer complaints re quality of care.</li> <li>Zero breaches of consumer confidentiality.</li> <li>All lifestyle staff appraisals must be completed within the month that they fall due.</li> </ul>
<b>Organisational &amp; Professional Activities</b>	<ul style="list-style-type: none"> <li>Participate in performance appraisals and regularly self-evaluate own performance.</li> <li>Effectively communicate with consumers, staff, visitors, contractors, Government offices and board members.</li> <li>Undertake further education as appropriate and participate in in-service education as provided by Wheatfields Inc.</li> <li>Maintain current professional knowledge, skills and attitudes through continuing education including attending relevant seminars.</li> <li>Maintains a professional presence within the workplace in dress standards and appearance.</li> </ul>	<ul style="list-style-type: none"> <li>No formal complaints received on professional or personal conduct.</li> </ul>
<b>Work Health &amp; Safety Responsibilities</b>	<p>As an Employee of Wheatfields Inc. you are responsible for the following:</p> <ul style="list-style-type: none"> <li>Ensure that Work, Health and Safety policies and procedures are administered in accordance with current Work Health Safety Legislation.</li> <li>Implement, review and develop policies and procedures for Work Health and Safety.</li> <li>Identify areas of workplace health and safety which can be improved, make recommendations and implement safe work procedures and</li> </ul>	<ul style="list-style-type: none"> <li>Zero tolerance – no breaches of these responsibilities.</li> <li>You'll contribute to a cohesive and harmonious team that respects each other's ideas, integrity and abilities.</li> <li>Your recommendations for lifestyle programs are compliant with all relevant legislative and regulatory requirements.</li> <li>Participate in Mandatory Education.</li> </ul>

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<b>KEY RESULT AREAS</b>	<b>KEY ACTIVITIES</b>	<b>STANDARD MEASURES</b>
	<p>practices.</p> <ul style="list-style-type: none"> <li>• Promote the rehabilitation of injured employees.</li> <li>• Reporting of any possible hazards in the workplace, maintenance of Hazard Register, collation of statistics and communication of these to the Board of Management and the staff.</li> <li>• Reporting of any 'near misses'.</li> <li>• Participate in all mandatory education programs as required.</li> <li>• Work in a safe manner at all times and do not engage in any action or inaction that may jeopardise the safety and/or wellbeing of you or others.</li> </ul>	
<b>Human Resource Management</b>	<ul style="list-style-type: none"> <li>• Conduct staff performance appraisals as indicated.</li> <li>• Identify staff education needs and assist in their development.</li> <li>• Co-ordinate 2 lifestyle attendants and volunteers to facilitate the Lifestyle program.</li> <li>• You'll contribute to a cohesive and harmonious team that respects each other's ideas, integrity and abilities.</li> </ul>	<ul style="list-style-type: none"> <li>• Annual Performance Reviews are conducted and JDs reviewed at the same time. JDs are reviewed each year.</li> <li>• Staff issues are dealt with quickly and efficiently, resulting in minimal liability for the Organisation.</li> <li>• Staff education is up-to-date and in compliance with legislative requirements.</li> </ul>

File: J&PS – Lifestyle Coordinator	<b>CONTROLLED DOCUMENT</b>	Page   6
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N:\General Access\Manuals\2019-21 Intergrated Management System\3. Work Instruction Manual\7. Human Resources\WI7-3c-02.I. Job and Person Specification Lifestyle Co-ordinator.docx		

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### ***PERSONAL COMPETENCIES REQUIRED***

- ◆ Demonstrate a genuine empathy with aged persons and promote age-related issues, and an understanding of the vision, purpose and values that underpin Wheatfields Inc.
- ◆ Highly developed interpersonal and communication skills, written, verbal and electronic.
- ◆ Resourceful, adaptable and flexible.
- ◆ Demonstrated ability to stimulate a high level of performance among employees, clearly communicating expected standards and providing effective feedback.
- ◆ Able to demonstrate respect, approachability, consistency and model exemplary leadership qualities and behaviours.
- ◆ Ability to work independently with minimal supervision when required, and collaboratively as part of a team.
- ◆ High level of business acumen.
- ◆ Energy and resilience.

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### AGREED & ACKNOWLEDGED

The incumbent and immediate manager both agree and acknowledge the relevance of this Job & Person Specification to the actual position described therein. The incumbent agrees to undertake this position in accordance with the J&P Specification, understanding that it may be reviewed from time to time and altered by agreement between the parties.

<b>INCUMBENT:</b>	Print Name:	<b>DATE:</b>
	Signature:	
<b>IMMEDIATE MANAGER</b>	Print Name:	<b>DATE:</b>
	Signature:	
	Position:	

*Email a copy of this job description to the: Executive Officer*

Office Use Only	
<input type="checkbox"/> Employee HR File	Date:
<input type="checkbox"/> Electronic Job & Position Specification File	Date: