

Eastern Health

POSITION DESCRIPTION

Position Title:	Leisure and Lifestyle Team Leader
Award Classification:	IN33
Award / Agreement Name:	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Workers) Single Interest Enterprise Agreement 2021 - 2025
Position Reports to:	Assistant Director of Nursing, – Residential Aged Care Service

EASTERN HEALTH – HEALTHIER TOGETHER

Eastern Health is one of Melbourne's largest metropolitan public health services. We provide a comprehensive range of high quality acute, sub-acute, palliative care, mental health, drug and alcohol, residential care, community health and state-wide services to people and communities that are diverse in culture, age and socio- economic status, population and healthcare needs.



1. POSITION PURPOSE

The Leisure and Lifestyle Team Leader is a member of a team responsible for providing an appropriate environment that enhances the daily experience of wellbeing to those living in the home with support from the nursing team, in a holistic approach to care.

2. MAJOR DUTIES AND/OR RESPONSIBILITIES

Under the delegation and supervision of the Leisure and Lifestyle Team Leader, works collaboratively with the Health Care Workers, Nurses, Allied Health and broader multidisciplinary team members to provide high quality care for people living in the service's homes.

- Supports individuals living in the homes, and their family's understanding of care provided by the Leisure and Lifestyle team, through effective and timely verbal and written communication with individuals, team members and wider community members.
- Leads the EH Residential Aged Care Leisure and Lifestyle team in providing an interactive, fulfilling and appropriate Activities Program to enhance the wellbeing for those living in the homes.
- Accountable for the monthly completion of the Leisure and Lifestyle section of the Monthly Care Statements on time.
- Manages the personnel within the Leisure and Lifestyle team including roster management, recruitment and development of individual team members.
- Works across all EH RACS Homes and is responsible for the establishment of appropriate Activities Calendars for each home, groups and individuals.
- Stays abreast new and innovative programs and equipment that could be included to enhance the Leisure and Lifestyle Programs monthly calendar of events.
- Active participation in the Quality Program including auditing, development of improvement initiatives and support in delivery of Quality strategies, including monthly attendance at the EH RAC Services Quality Consumer Advisory Committee and murrenda Consumer Advisory Committee, with frequent attendance at the Monda Lodge Consumer Advisory Committee, at least 4 times a year.
- Ensures the Lifestyle programs meets the relevant Aged Care and NDIS Standards requirements.
- Represents the service and homes in visits from personnel from auditing or government organisations.
- Practices in accordance with relevant Acts, Agreements, Eastern Health Directions, Policies, Procedures, Staff Handbook and Code of Conduct. Report personal / other non-compliance to the Manager or delegate
- Ensures that all administrative functions are completed within the mandates and scope of the position, and under the direction of the Manager or delegate.
- Complies with Eastern Health policies regarding reporting of actual or near-miss events via VHIMS and ensures the Leisure and Lifestyle members are skilled in completing any Open Disclosure requirements, or seeks help from the nurse in charge to ensure completed on the shift the incident occurred.
- Treats all community members (people living in the homes, their visitors and staff) in a courteous and non-discriminatory manner. Provide an efficient customer focussed service.
- Under the direction and supervision of a Registered Nurse, encourages individuals and significant others' participation in all stages of the care continuum.
- Complies with admission and discharge processes in accordance with the guidelines established by the Home and Organisation and within your scope of practice.
- Participates in activities designed to continuously improve standards of service and practice in accordance with the Eastern Health Quality Framework, Policies and Clinical Practice Guidelines.
- Maintains an environment that maximises the safety of all community members, implements harm minimisation strategies for at-risk individuals, ensures that practices are in accordance with Infection Control Standards and corrects and reports non-compliance

- with these Standards to the Manager or delegate immediately.
- Treats all employees of the Organisation with respect and dignity and without discrimination or harassment.
- Participates in the orientation and mentoring of new / casual staff. Participates in and provides, as requested by the Assistant Director of Nursing / Director of Nursing / Nurse Manager or delegate, the delivery of models of education to staff and students relevant to their role and scope of practice.
- Complies with training requirements specified by Eastern Health and maintains accurate documentation of evidence of this training and professional development undertaken.
- Participates in relevant professional development programs to ensure compliance with current evidence-based practice
- Participates in the prescribed performance development system at least annually - evaluating personal performance and planning self-development.

Continuous Improvement

- Works closely with the Assistant DON / DON RACS to maximise the communities members experience through the Eastern Health Aged Care Service framework.
- Works closely with the Associate Director, Quality and Resident Safety and supports quality activities, data gathering and analysis on the key quality indicator programs and other improvement activities.
- Oversees data collection for the quality auditing program and analyses results, assisting with development of quality plans to improve deficits identified.
- Works closely with the quality program to ensure the service remains compliant with industry standards including, Aged Care, NDIS, Disability and Mental Health standards.
- Advocates the Values of Eastern Health to the broader community.
- Exercise appropriate economy in the use of activity supplies, equipment and energy.
- Supports the Assistant DON or delegate, in the identification of new initiatives to improve sustainability in the homes / service.

3. SAFE PRACTICE AND ENVIRONMENT

Occupational Health and Safety

Eastern Health is committed to provide and maintain a working environment for all staff that is safe and without risk to health. All staff are to take care of their own health and safety and the health and safety of any other person who may be affected by your acts or omissions at the workplace. Understand responsibilities and accountabilities to yourself and others in accordance with OH&S legislation and Eastern Health policies and promote a working environment that is congruent with these guidelines. This includes staff reporting of all clinical and OHS incidents and near misses, particularly those related to Occupational Violence, Manual Handling and Slips, trips and falls.

Staff are required to comply with all state legislative requirements in respect to the Occupational Health and Safety Act 2004 and the Workplace Injury Rehabilitation and Compensations (WIRC) Act 2013.

4. TRAINING AND DEVELOPMENT

Relevant, practical and timely education should direct, facilitate, enhance and support the professional growth and practice of employees in a health environment characterised by change. All programs should endeavour to promote evidence-based practice, a problem solving approach and to be competency based.

You are expected to participate in the personal development process on an annual basis.

5. QUALITY

As a staff member of Eastern Health staff are required to comply with Eastern Health performance standards and participate in continuous monitoring and improvement as part of your role. You are also required to comply with legislation, professional standards and accreditation standards.

As a staff member employed by Eastern Health services you must have and maintain the appropriate skills and knowledge required to fulfil your role and responsibilities within the organisation. In addition, you must ensure that you practice within the specifications of this position description, and where applicable within the agreed scope of practice.

You are responsible for ensuring safe high quality care in your work. This will include complying with best practice standards, identifying and reporting any variance to expected standards and minimising the risk of adverse outcomes and patient harm. In addition, you will ensure that service and care is consistent with the EH approach to patient and family centered care.

6. CONFIDENTIALITY

Any information obtained in the course of employment is confidential and should not be used for any purpose other than the performance of the duties for which the person was employed. Staff are bound by the Information Privacy Act 2000 and the Health Records Act 2001.

7. EQUAL EMPLOYMENT OPPORTUNITY

You agree to adhere to the Equal Employment Opportunity policies and practices of the Health Service. Discriminatory practices, including sexual harassment, are unlawful. The Health Service will not tolerate discriminatory behaviour and any such conduct may lead to the invoking of the Disciplinary Policy and Procedure, which may result in termination of employment.

8. PERFORMANCE DEVELOPMENT

A Performance Review, that includes agreed targets, will occur three (3) months from commencement and then annually on the basis of the duties and responsibilities outlined in this position description. This is an opportunity to review personal and the allocated work / services performance, facilitated by the setting of objectives/goals and ongoing evaluation of performance and achievement. Objectives will be developed annually, documented, discussed and agreed with the immediate line manager, who will act as the assessor. The incumbent is expected to demonstrate and show evidence annually of on-going self and allocated work / services development.

9. EASTERN HEALTH'S PROMISE

Our promise to our communities, patients, consumers and staff is that we will be **HEALTHIER TOGETHER**. Bolder than a vision for the future, our promise calls us to action. We know that working together is the only way we can achieve what is necessary for a healthier future. Our values are ones in action and are the behaviours that matter most.

- Respect for all
- Safe always
- Partnering in care
- Learning and improving everyday

Learning from the challenges of the past and looking to the future, we understand that we are building towards a more engaged, more reliable, always safe health service in partnership with our people to improve every day.

10. ATTACHMENTS

- Attachment 1 Key Selection Criteria

11. NOTE

Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.

Prior to accepting any offer of employment, prospective employees will be required to read and commit to the Eastern Health Code of Conduct, including (but not limited to) issues of Occupational Health and Safety, Equal Opportunity and Confidentiality.

Vaccination against infectious disease is a mandatory requirement of this role. An offer of employment is conditional on you providing evidence that you are currently vaccinated against COVID-19, prior to commencing employment.

Signed: _____

Date: ____/____/____

Manager

INCUMBENT STATEMENT

I _____ (Incumbent Name) have read, understood and accepted the above Position Description and associated Attachments.

Signed: _____

Date: ____/____/____

ATTACHMENT 1

KEY SELECTION CRITERIA

Position Title:	Leisure and Lifestyle Team Leader
Award Classification:	IN33
Award / Agreement Name:	Victorian Public Health Sector (Health Professionals, Health and Allied Services, Managers & Administrative Officers) Multiple Enterprise Agreement 2021 - 2025
Position Reports to:	Assistant Director of Nursing, Residential Aged Care

Qualifications

Essential

- Suitably qualified Certificate IV in Leisure and Health or equivalent
- Demonstrated experience working as a Leisure and Lifestyle worker the residential aged care sector (3 years +)
- Demonstrated experience to develop Leisure and Lifestyle care plans for individuals living in the Service in accordance with Aged Care Quality Standards
- Demonstrates ability to develop and oversee well developed Activities Programs
- Demonstrates participation in quality systems and initiatives
- Passion and enthusiasm for providing respectful, holistic care for older people and those with complex behavioural and care needs
- Highly developed organisational skills
- Ability to problem solve in a small team
- Demonstrate leadership skills working with small teams and providing direction to staff in the wider Aged Care Community
- Participate in the analysis and collation data to influence change
- Demonstrated ability to communicate with all residential aged care audiences, including all community members, persons living in the homes, carers, families, staff and managers
- Demonstrates ability to resolve conflict and complaint scenarios and report as needed to the Nurse Manager or Associate Program Director

Desirable

- Work experience in environments that support people living with complex health diagnosis including cognitive decline, dementia and mental health disease.
- Dementia specific training

Experience

- Demonstrated experience in a similar role or at a senior management level