

Eastern Health

POSITION DESCRIPTION

Position Title:	Leisure and Lifestyle Assistant
Award Classification:	IN32
Award / Agreement Name:	Health and Allied Services, Managers and Admin Workers_June 2022_FINAL Agreement 2021 - 2025
Position Reports to:	Leisure and Lifestyle Team Leader

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 statewide 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 Assistant works as a member of a team of Leisure and Lifestyle staff responsible for providing appropriate activities for all residents to enhance their experiences day to day and provide an 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 and broader multidisciplinary team to provide high quality care for all Residents as stipulated by the Registered Nurse within the unit

- Supports Residents and their family's understanding of their care through effective and timely communication with Residents, team members, and the wider community members. public.
- Practices in accordance with relevant Acts, Agreements, Eastern Health Directions, Policies, Procedures, Staff Handbook and Code of Conduct. Report personal / other noncompliance 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
- Treats all residents, visitors and staff in a courteous and non-discriminatory manner. Provides an efficient and customer focussed service.
- Under the direction and supervision of a Registered Nurse, encourages resident 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 Unit and Organisation and within their scope of practice.
- Participates in activities designed to continuously improve standards of service and practice in accordance with the Eastern Health Quality Framework, Nursing Principles of Practice, Policies and Clinical Practice Guidelines.
- Under the direction and supervision of the Leisure and Lifestyle Team Leader or RN, maintains an environment that maximises the safety of residents. Implements harm minimisation strategies for at-risk individuals. Ensures that practices are in accordance with Infection Control Standards. 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 Team Leader / Manager or delegate, the delivery of models of education to Unit 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.
- Under the leadership of the Team leader / Manager or delegate supports initiatives to ensure patient/client flow strategies meet the needs of the community and the organisation.
- Advocates the Values of Eastern Health to the broader community.
- Exercise appropriate economy in the use of stores, linen, equipment and energy.
- Supports the Manager or delegate, in the identification of new initiatives to improve sustainability in the unit/department

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, in particular 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 Compensation (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 unit's service 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 unit's service 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

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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 (1-2 years +)
- Demonstrated experience to develop Leisure and Lifestyle care plans for residents in accordance with Aged Care Quality Standards
- 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 working in a small team
- Participate in the analysis and collation data to influence change
- Demonstrated ability to communicate with all residential aged care audiences, including residents, carers, families, staff and managers

Desirable

Work experience in environments that support Residents with complex health diagnosis including cognitive decline, dementia and mental health disease.

Aboriginal & Torres Strait Islander Candidates

Eastern Health's Aboriginal Workforce Plan 2023 – 2026 has recently been released. With a strong focus on cultural safety and belonging, actions included in the Workforce Plan provide practical supports for all Aboriginal and/or Torres Strait Islander staff.

An Aboriginal Employment Coordinator is available to ensure each person has culturally safe and positive employee experiences which foster belonging and access to diverse experiences and career pathways.

Should you require further information regarding this position or support to complete an application, please contact the Recruitment Manager for this position or Eastern Health's Aboriginal Employment Coordinator at Aboriginal.Workforce@easternhealth.org.au