

# Eastern Health

## POSITION DESCRIPTION

<b>Position Title:</b>	Leisure and Lifestyle Team Leader
<b>Award Classification:</b>	IN33
<b>Award / Agreement Name:</b>	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Workers) Single Interest Enterprise Agreement 2025 - 2027
<b>Position Reports to:</b>	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 leads the team responsible for providing an appropriate environment and program of activities, enhancing the daily experience and wellbeing to those living in the home, with support from the nursing team, in an individualized, holistic approach.

## 2. MAJOR DUTIES AND/OR RESPONSIBILITIES

The Leisure and Lifestyle Team Leader is responsible for the Leisure and Lifestyle program leading the team whilst working collaboratively with multidisciplinary team members to provide high quality care for people living in the residential aged care homes.

- Supports individuals living in the homes and their family to gain an understanding of care provided by the Leisure and Lifestyle team, through effective and timely verbal and written communication with individuals, team members and the multidisciplinary team.
- Leads the EH Residential Aged Care Leisure and Lifestyle team in providing an interactive, fulfilling and engaging Activities Program to enhance the social, psychological and wellbeing for those living in the homes.
- Accountable for completion of the Leisure and Lifestyle section of the Monthly Care Statements.
- Manages the personnel within the Leisure and Lifestyle team including roster management, recruitment, human resource needs and development of individual team members.
- Supervises Leisure and Lifestyle Assistance in delivering individualised programs, small and large activities, observing, providing feedback, coaching and supporting development of staff members to maximise their skills and experience.
- Leads activities where and when appropriate.
- Works across all EH RACS Homes and is responsible for the establishment of appropriate Activities Calendars for each home, groups and individuals.
- Coordinates and significantly contributes to the development of quarterly newsletters for the EH RAC Services Communities.
- Stays abreast of new and innovative programs, equipment and activities that could be included to enhance the Leisure and Lifestyle Program.
- Ensuring repairs and servicing for Leisure and Lifestyle specific equipment is undertaken.
- Active participation in the Quality Program including auditing, development of improvement initiatives and support in delivery of Quality strategies.
- Attendance to the murranda and Monda Lodge Quality Consumer Advisory Committees.
- Ensures the Lifestyle programs meet the relevant Aged Care and NDIS Standards and participates in assessments / monitoring visits for accreditation or governance organisations.
- Ensures that all administrative functions are completed within the requirements and scope of the position.
- Complies with Eastern Health policies regarding reporting actual or near-miss events via VHIMS and ensures the Leisure and Lifestyle members are skilled in completing Open Disclosure requirements.
- Treats all community members (people living in the homes, their visitors and staff) in a courteous and non-discriminatory manner. Provide efficient customer focused service.
- Complies with admission and discharge processes in accordance with the guidelines.
- Maintains an environment that maximises the safety of all community members, implements harm minimisation strategies for at-risk individuals.
- 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 the delivery 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

- documented evidence of this training and professional development undertaken.
- Participates in relevant professional development programs to ensure compliance with current evidence-based practice
- Participates in and ensures all team members complete an annual performance development conversation followed up with documentation and review.

### **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**

<b>Position Title:</b>	Leisure and Lifestyle Team Leader
<b>Award Classification:</b>	IN33
<b>Award / Agreement Name:</b>	Victorian Public Health Sector (Health Professionals, Health and Allied Services, Managers & Administrative Officers) Multiple Enterprise Agreement 2021 - 2025

<b>Position Reports to:</b>	Assistant Director of Nursing, Residential Aged Care
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## Qualifications

### Essential

- Dementia specific training
- Suitably qualified Certificate IV in Leisure and Health or equivalent
- Demonstrated experience working as a Leisure and Lifestyle worker the residential aged care sector (4 years +) with 2 years experience working in a leadership role.
- Demonstrated experience of developing Leisure and Lifestyle care plans for individuals living in residential aged care services in accordance with Aged Care Quality Standards
- Demonstrates ability to develop and oversee Activities Programs reflecting the communities preferences.
- Demonstrates participation in quality systems and initiatives and participate in the analysis and collation data to influence change.
- Passion and enthusiasm for providing respectful, holistic care for individual who's care needs include interventions supporting complex behaviours.
- Highly developed organisational and problem solving skills.
- Demonstrates developed leadership skills in management of teams (under 10 members).
- Demonstrated ability to communicate with all residential aged care audiences
- Demonstrates ability to resolve conflict and complaint scenarios and escalate when indicated.

### Desirable

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

### Experience

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