



## Leisure and Lifestyle Co-ordinator

32 hours per week (weekdays only)

Are you an experienced Leisure and Lifestyle Co-ordinator looking for work-life balance or a sea change?

Heywood Rural Health (HRH) has an exciting opportunity for a Leisure and Lifestyle Co-ordinator to work with our experienced leisure and lifestyle team. Heywood Rural Health houses a 45 bed Residential Aged Care Facility comprising 4 wings. HRH strives to provide quality care for our consumers and has a focus on staff wellbeing.

Essential qualifications, skills and experience:

- Certificate IV in Leisure and Lifestyle
- Contemporary generalist aged care knowledge and experience
- Experience providing services to people living with dementia
- Experience working with and supporting volunteers

Desirable Criteria:

- Diploma of Leisure and Lifestyle or working towards

Benefits:

- Salary packaging
- Employee Assistance Package
- Wellness program with our Workplace Coach
- Assistance for individuals may be considered for successful applicants

For further enquiries please contact Rebecca Siemon, Nurse Unit Manager on phone 5527 0553 or email [Rebecca Siemon@heywoodruralhealth.vic.gov.au](mailto:Rebecca.Siemon@heywoodruralhealth.vic.gov.au)

To apply, please forward your application letter and resume to the People and Culture Department, by COB Sunday 7<sup>th</sup> February 2021

Applications to be addressed to:  
People & Culture Department  
Heywood Rural Health  
PO BOX 159  
Heywood, VIC 3304  
Email: [hr@heywoodruralhealth.vic.gov.au](mailto:hr@heywoodruralhealth.vic.gov.au)  
<https://heywoodruralhealth.vic.gov.au/>

***“Committed to the health and wellbeing of our community”***



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**Position:** Leisure and Lifestyle Coordinator

**Reports To:** Nurse Unit Manager

**Award:** Health and Allied Award

**Minimum Qualifications:**

Certificate 4 in Leisure and lifestyle or equivalent experience in similar role

Minimum 5 years post qualification experience in Leisure and lifestyle role desirable

Must meet and maintain criteria for full membership of the Diversional Therapy Association of Australia

The successful applicant requires understanding and leadership qualities in diversional therapy, time-management, lifestyle planning, and person-centered care in addition to an understanding of issues for people living with depression, dementia, and complex care needs and aged care

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**Our Vision**

Heywood Rural Health is committed to the health and wellbeing of our community.

**Our Values**

*Respect*

- We make mutual respect the basis of all interactions
- We respect diversity and respect the dignity of each person
- We embrace the differences in people and perspectives

*Responsiveness*

- We take actions and opportunities to create results
- We provide services that are person centered and focused on outcomes
- We keep our commitments and promises

*Care*

- We care about the people and the community within which we work and live
- We care about our colleagues and ourselves
- We support people to develop and build on their strengths

*Integrity*

- We uphold our professional ethic at all times
- We are honest and fulfil our commitments
- We are accountable for our actions

**PRIMARY OBJECTIVES:**

- Coordinate, manage and maintain an effective comprehensive consumer- centered Leisure and Lifestyle program for residents ( both permanent and respite) to meet relevant accreditation and funding requirements
- Provide a creative dynamic, productive and safe working environment, by providing direction and leadership, managing performance, providing training and development opportunities and developing and implementing innovative safe and effective work practices.

### **DUTIES AND RESPONSIBILITIES:**

1. Develop a Lifestyle program for residents by:
  - planning and organising suitable group and individualised activities that are designed to maintain and improve the quality of life for residents across the facility
  - coordinating activities that cater to the individual social, religious and cultural needs of residents that meet the desired outcomes for the program
  - responsible for service planning and development of the leisure and lifestyle program in consultation with the Nurse Unit Manager.
2. Review the Lifestyle program by:
  - assessing program outcomes
  - evaluating resident needs
  - ensuring the program is delivered in accordance with contemporary practice
  - identifying and implementing program changes as required
3. General first line supervision of Lifestyle Assistants including delegation of tasks and developing and maintaining teamwork and communicating effectively with all staff, member and carers.
4. Ensure the labour productivity of the department by effective rostering, monitoring skill mixes and workloads, monitoring labour costs (penalties, overtime, absenteeism) and taking corrective action.
5. Develop volunteer support for the leisure and lifestyle program and provide oversight, guidance and support as the key contact for volunteers involved in the delivery of the Lifestyle program
6. Maintain accurate documentation of activities
7. Evaluate individual program plans and individual resident plans
8. Assist with the implementation of the facility's Lifestyle program in collaboration with Lifestyle Assistants and volunteers
9. Liaise with the Nurse Unit Manager regarding the purchase and maintenance of activity equipment and other resource needs of the Lifestyle program
10. Perform work in a legal and ethical framework, complying with OHS requirements which supports the rights and interests of residents by:
  - following appropriate reporting mechanisms to meet duty of care requirements
  - reporting all changes in health status to the Nurse Unit Manager or their delegate
  - directing all enquiries regarding care plan to the Nurse Unit Manager or their delegate

11. Provide appropriate support in the orientation of new employees including acting in the role of “buddy” to new employees as delegated
12. Responsible for providing quality leadership within the Leisure and Lifestyle function by:
  - a. Participating in The Heywood Rural Health Quality Management System and commitment to processes of continuous improvement activities, including auditing, surveys and needs analysis
  - b. Maintaining a safe work environment
13. Other duties as directed by the Nurse Unit Manager, commensurate with classification and training

### **Occupational Health and Safety Responsibilities**

All Heywood Rural Health employees share responsibility for occupational health and safety, (OH&S) with specific responsibilities and accountabilities allocated to positions within the organisational structure. Any employee who fails to meet his/her obligations concerning health and safety may, depending on the circumstances, face disciplinary action up to, and including, dismissal.

Employees have a responsibility to comply with all relevant HRH OH&S management system Policies, Procedures and programs. This includes the HRH Injury Management Program.

Employees have a responsibility to take all reasonable care to prevent incident or injury to themselves or to others in the workplace. Employees are expected to learn and follow approved standards and Procedures that apply to their activities and check with their Manager when they have any doubts concerning potential hazards.

Employees have a responsibility for:

- Looking after their own health and safety and those of others in the workplace;
- Follow safe work practices and use personal protective equipment as required;
- Participate in OH&S consultation and OH&S training initiatives;
- Report any accidents, incidents, injuries “near misses”, safety hazards and dangerous occurrences, assist with any investigations and the identification of corrective actions;
- Cooperate with managers and supervisors so that they can meet their OH&S responsibilities;
- Don’t wilfully interfere with or misuse anything provided in the interest of health and safety or wilfully put anyone at risk;
- Performing only those tasks for which they have received appropriate training and instruction;
- Ensuring that they understand and comply with those responsibilities which apply to them while performing their duties at the workplace;
- Participate in emergency evacuation exercises.

### **INHERENT PHYSICAL REQUIREMENTS:**

Heywood Rural Health has a duty of care to all staff. The purpose of this section is to ensure that you fully understand and are able to perform the inherent requirements of the role (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your safety or others. The role may require the following tasks from the section most relevant to your role among other things. Please ask if you require more information:

<p><b><u>1 Nursing / Patient Care Role</u></b></p> <ul style="list-style-type: none"> <li>▪ manual handling ( pushing, pulling equipment)</li> <li>▪ general patient handling and clinical nursing duties</li> <li>▪ sitting, standing, bending, reaching, holding</li> <li>▪ pushing pulling trolleys and equipment</li> <li>▪ general clerical, administration work, computer work</li> <li>▪ use of personal protective equipment and handling</li> <li>▪ handling general and infectious waste,</li> <li>▪ <b>shift work in most roles</b></li> </ul>	<p><b><u>2. Maintenance / Hotel Services Staff Role</u></b></p> <ul style="list-style-type: none"> <li>▪ generic maintenance work, working at heights</li> <li>▪ generic out door work / pushing, pulling trolleys</li> <li>▪ sitting, standing, bending, reaching, holding</li> <li>▪ computer work</li> <li>▪ general clerical, computer and some admin work</li> <li>▪ use of personal protective equipment and handling</li> <li>▪ handling general and or infectious waste,</li> <li>▪ <b>shift work in some roles</b></li> </ul>	<p><b><u>3 Clerical / Administration Role</u></b></p> <ul style="list-style-type: none"> <li>▪ sitting, standing, bending, reaching, holding</li> <li>▪ computer work, data entry</li> <li>▪ general clerical at varying levels ,</li> <li>▪ use of personal protective equipment</li> <li>▪ handling general waste</li> <li>▪ pushing and pulling trolleys / filing,</li> <li>▪ <b>shift work in some roles</b></li> </ul>
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**Other Requirements**

- Current police check is required for this role
- Clean Australian Driver’s license and ability to drive a small manual bus.
- Some after-hours work is a requirement of this role

**Note to all employees**

- You must work within the policies, procedures and guidelines of HRH
- You must demonstrate and understand the application of Accreditation Standards to ensure compliance with applicable regulatory bodies is maintained
- You must demonstrate respect for individual’s values, customs and spiritual beliefs to ensure patient / resident care is effective and culturally appropriate
- You must demonstrate commitment to person-centred care, and evidence-based best practice standards within scope of practice
- You must participate in the HRH integrated risk management and quality improvement systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for continuous improvement in your workplace through communication and consultation with managers and colleagues.
- You must ensure that the affairs of HRH, its patients, clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of HRH.
- 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.
- Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- A Performance Review will occur within six (6) weeks of commencement, then annually taking account of the key roles and responsibilities outlined in this Position Description. In addition to reviewing performance (individual and work team), the annual meeting provides an opportunity

to ensure role clarity, revise key performance activities/measure and set development objectives and goals for the year ahead.

<b>APPROVALS</b>	<i>Name</i>	<i>Signature</i>	<i>Date</i>
<b>Manager</b>			
<b>Employee:</b>			