

Position Description

Position:	Lifestyle Facilitator
Award:	<i>Lyndoch Living (Health and Allied Services, Managers and Administrative Officers) Enterprise Agreement 2016 – 2020</i>
Classification:	Allied Health Assistant (Grading dependant on qualifications)
Status:	As per Contract of Employment
Qualifications:	Experience in aged care and lifestyle programs is essential. Formal qualification in lifestyle will be view favourably

Position Objective(s)

To work as part of the Lifestyle Team to deliver meaningful group activities that support the Wellness and Reablement model of care, promoting consumer independence and dignity in a safe and relaxed environment.

Lyndoch Living Vision

By recognising each person for the individual they are, we will strive to provide them with the specific services, care and support they need to enjoy a lifestyle that is their own – dignified, engaging, fulfilling and rewarding.

The Lyndoch Way

To support a positive work environment and culture that we believe will best fit the future we are strategically planning for, “nine pillars” have been identified.

One Team

We value and recognise individuality as a vital part of developing a unified voice.

Pride

We support pride and passion in our work and in doing so, we attract others who share our values.

Welcoming Workplace

We encourage warm, friendly and respectful interactions across all aspects of our service.

Yes Culture

We always start with ‘yes’ in every deliberation.

Customer Service

We ensure that customers feel engaged and valued in every interaction.

Innovation

We will enhance our services and exceed customers' expectations, by embracing innovation and fresh ideas.

Fun and Enjoyment

We recognise that fun and enjoyment are critical to success.

Social Purpose

Through the social conscience of our staff and consumers we actively engage with causes that impact our local community

Safety

We actively promote safety through the provision of innovative and high quality training, monitoring of risk, and compliance with OHS regulations

Key Responsibilities and Duties

- Maintain a welcoming, safe and secure environment for consumers to participate in programs and activities.
- To provide supervision of consumers participating in programs and provide feedback to appropriate staff of any issues identified regarding consumer welfare
- Support and implement activities in collaboration with the consumer and lifestyle team.
- Ensure consumer individual needs are considered and their progress is regularly reviewed and documented.
- Document weekly attendance and support the collection of monthly statistics, record appropriate consumer data and maintain accurate consumer files.
- Attend Departmental and Organisational meetings as required.
- Other duties as required within scope of practice/qualifications.

Organisational Relationships

Reports to: Unit Manager

Supervises: Nil

Internal Contacts: All Lyndoch Staff, consumers, families and volunteers

External Contacts: Members of the public, Contractors and Suppliers.

Specialist Knowledge and Skills

The following knowledge and skills are required to be utilised:

- Demonstrates excellent customer service.
- Understanding of the needs of frail older people, people with a dementia and their carers, including people from diverse backgrounds.
- Competent in facilitating small activity groups.
- Demonstrated experience in aged care and lifestyle programs

Management Skills

The following management skills are required to be utilised:

- Ability to ensure efficient and effective utilisation of resources.
- Ability to evaluate and change activity when required to ensure group and individual needs are being met.
- Ability to be creative and flexible in meeting program requirements within budgetary constraints.

Interpersonal Skills

The following interpersonal skills are required to be demonstrated:

- Excellent communication and interpersonal skills including proven ability to deal with a diverse range of people.
- Ability to communicate in both written and verbal forms.
- The ability to work independently and collaboratively within a team environment.
- Has a demonstrated positive attitude to organisational change.

General

- Conduct work in line with all relevant OH&S legislation and in accordance with organisational policies and procedures
- Have a sound understanding of accreditation processes and undertake quality improvement activities in accordance with applicable accreditation guidelines and standards.
- Participate in relevant training to ensure continued professional development for the betterment of the organisation.
- Participate in continuous improvement activities in accordance with good work practice and accreditation guidelines.
- Respects diversity in values, customs and beliefs.
- Participate in ongoing performance review.
- There is an expectation that the role will include direction to perform other duties that must be reasonable in relation to the employee's skills and abilities

Agreement

I accept and agree to the duties in this Position Description. I understand that this Position Description is to be read in conjunction with the General Terms and Conditions of Employment and I agreed to abide by terms and conditions stipulated therein.

Name (Please print)	
Signature	Date

Authorised by: Director People and Culture

Date: January 2020

