

Position Description

Position:	Recreation and Events Coordinator
Award:	Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2025
Classification:	As per Enterprise agreement (Grading dependant on qualifications and experience)
Status:	As per Contract of Employment
Qualifications:	Experience in aged care and lifestyle programs is essential. Formal qualification in Certificate III in Aged Care, Certificate IV in Leisure and Health or an equivalent qualification will be view favourably.

Position Objective(s)

The Recreation and Events Coordinator in collaboration with Lyndoch Living's broader care teams, guides and coordinates the Recreation and Events team to develop and facilitate meaningful activities and events that enable wellbeing, enriches life, and offers choice to our residents by:

- Monitoring the processes of consultation with each resident that identify their social and recreational requirements.
- Monitoring the development of individual social and activity care plans, ensuring that they remain current and relevant to the individual.
- Supporting a strong culture of encouragement and enablement of residents to join in meaningful activities whilst maintaining their independence, choice, and dignity.
- establishing programs within the Framework of the Aged Care Act and the Aged Care Quality Standards
- developing a strong stakeholder network and rapport with residents, families, team members, volunteers and community members and groups.
- ensuring documentation and assessments are completed in line with Lyndoch Living's policy and procedure and in accordance with the Aged Care Quality Standards.

Lyndoch Living Vision

By recognising each person as individuals, 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

- Oversee, direct or guide the Recreation and Events Team to achieve meaningful Recreation and Events programs that meet the social, psychological, physical and spiritual needs of each of our residents.
- Lead the Recreation and Events Team in planning and delivering programs and events that enables wellbeing, enriches lives, and offers choice to our residents.
- Engage the local community into the daily lives of residents by initiating contact with local community groups enabling residents to partake / continue with hobbies and interests as desired. To support a network of volunteers to provide a variety of desired appropriate social opportunities as identified by our residents.
- Liaise with residents, relatives, and staff regarding special individual requirements, such as birthdays and anniversaries, cultural and religious festivals and celebrations, and to be aware of the religious calendar that may affect activity pursuits, relevant to the diversity of residents.
- Ensure the Recreation and Events Care Plan for each resident is in place within 2 weeks from the date of admission and is kept up to date and is regularly reviewed.
- Produce weekly and monthly programs of activities and social events and ensure it is advertised and communicated to all residents, relatives, and staff.
- Ensure activity and social programs incorporates evenings and weekends.

- Ensure Recreation and Events programs are conducted within the budget allocated and maintain an appropriate stock of equipment for activities.
- Regularly assess and review the effectiveness of the Recreation and Events activities.
- Monitor and support the collection of monthly statistics, record appropriate consumer data, and ensure that accurate consumer files are maintained.
- Maintain a regular schedule of audit in compliance with Lyndoch Living policy and procedure.
- Attend Manager, Departmental and Organisational meetings as required.
- Other duties as required within scope of practice/qualifications.

Organisational Relationships

Reports to:	Director of Nursing, Nurse Unit Managers
Supervises:	Recreation and Events staff, Volunteers
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 used:

- Demonstrates excellent customer service.
- Understanding in the needs of older people, people with a dementia and their Carers, including people from diverse backgrounds.
- Competent in facilitating programs and activities that serve to enhance the wellbeing of consumers.
- Demonstrated experience in aged care and the delivery of recreation programs and events

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.
- Ability to recognise, ensure and support ongoing team development and training needs.

People Skills

The following people skills are required to be demonstrated:

- Excellent communication and people 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 of Innovation and Organisational Development

Date: May 2022