

Position Details			No.
<b>Position Title:</b>	Lifestyle Assistant	<b>Employment Status:</b> <i>Continuing/Fixed Term/Casual</i>	Continuing
<b>Portfolio:</b>	Corporate Services	<b>FTE:</b> <i>Full-time/Part-time</i>	Part-time
<b>Business Unit:</b>	Lerwin	<b>Award / Level or Grade</b>	Level 4 Local Government (Health Services) Award
<b>Group/Team:</b>	Lerwin		
<b>Reports To:</b>	Lifestyle Coordinator	<b>Date Last Reviewed:</b>	November 2023
<b>Direct Reports:</b>	Volunteers		
<b>Relationships Internal:</b>	This position is required to liaise with and communicate with the Lifestyle Coordinator, Lerwin Leadership, all Lerwin and RCMB staff and volunteers. The position works collaboratively with and takes direction and advice from the Lifestyle Coordinator, Clinical Care Manager, Clinical Nurses, Registered and Enrolled nursing staff.		
<b>Relationships External:</b>	The position interacts and communicates with a range of external parties including residents, residents' families and representatives, allied health professionals, members of the community and various other external bodies.		

## Organisational Core Values

The Rural City of Murray Bridge has six organisational core values That guide its decision-making processes and the high quality of services it delivers to its staff and community. All employees are required to perform their duties with regard to these core values, which are:

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| <p><b>Accountable</b></p> <p><b>Respectful</b></p> <p><b>Innovative</b></p> <p><b>Collaborative</b></p> <p><b>Inclusive</b></p> <p><b>Integrity</b></p> | <ul style="list-style-type: none"> <li>- Effective, equitable, open, honest governance and administration</li> <li>- Respect and support for the diversity of our ideas and culture</li> <li>- Strong commitment to continuous improvement in all business processes</li> <li>- Focus on teamwork within our organisation and create external partnerships to achieve our vision</li> <li>- Value and incorporate local knowledge and viewpoints</li> <li>- Being open and honest in all dealings and maintaining high ethical standards</li> </ul> |
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## Primary Purpose of Position [relate to Council’s Strategic Plan and long-term objectives]

- The Lifestyle Assistant is responsible for:
- Assisting with identifying and responding to the Lifestyle needs for both individual and group of Lerwin’s residents to enhance quality of life and promote social independence and interaction
  - Contributing towards ensuring Lerwin is legislatively compliant with regards to Lifestyle Care Plans for all residents
  - Providing guidance to a team of volunteers

## Process and Service Responsibilities

- Leadership and Guidance
- Recreational Activities
- Systems Support

Criterion	Description
<b>Qualifications</b>	<p>Minimum of one of the following:</p> <ul style="list-style-type: none"> <li>– Certificate III in Individual Support (Desirable)</li> <li>– Certificate III in Lifestyle &amp; Leisure /Diversional Therapy (Desirable)</li> <li>– Certificate IV In Leisure &amp; Lifestyle/ Diversional Therapy (Desirable)</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>– Demonstrated experience in an Aged Care environment</li> <li>– Highly organised and able to effectively manage and prioritise multiple tasks</li> <li>– Maintain a high level of professionalism at all times</li> <li>– Strong computer skills (Word, Outlook, Excel, PowerPoint and Internet)</li> <li>– Highly motivated and able to take initiative</li> <li>– Excellent communication style – able to communicate effectively with all levels of staff, residents, volunteers and other stakeholders</li> <li>– Team player</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>– Knowledge of aged care legislation, systems, policies and processes</li> <li>– Knowledge of Lerwin Emergency Procedures Manuals</li> <li>– Knowledge of principles, practices and legislation related to the role's discipline and functions</li> <li>– Understanding of local government's role in providing services to the community</li> </ul>
<b>Skills and Attributes</b>	<ul style="list-style-type: none"> <li>– Effective written communication skills including the ability to prepare clear and concise reports</li> <li>– Well-developed communication and interpersonal skills including consultation and communication</li> <li>– Ability to establish effective relationships with residents, staff, volunteers, external parties and other key stakeholders</li> <li>– Ability to exercise judgement, emotional intelligence and maturity</li> <li>– Effective organisation skills, time management and prioritisation</li> <li>– Energetic and positive attitude</li> </ul>
<b>Relevant Legislation</b>	<ul style="list-style-type: none"> <li>– Aged Care Act 1997</li> <li>– Work Health and Safety Act 2012</li> <li>– Freedom of Information Act</li> <li>– All other relevant legislation related to the role</li> </ul>
<b>Specific Job Requirements</b>	<ul style="list-style-type: none"> <li>– Out of hours and weekend work may be required (or as negotiated)</li> <li>– National Police Clearance</li> <li>– Relevant DHS &amp; NDIS Screenings</li> <li>– Attend educational programs, training courses and meetings as required</li> <li>– Aged Care Vaccination requirements</li> </ul>
<b>Authorisations and Delegations</b>	<ul style="list-style-type: none"> <li>– Authorisations and delegations are in accordance with the appropriate Acts, Regulations, Council Guidelines and the Council's Register of Authorisations and Delegations.</li> </ul>

Key Result Areas	Key Responsibilities [Activities that Achieve Each KRA]
Recreational Activities	<ul style="list-style-type: none"> <li>- Ensure that all recreational activities and therapies comply with relevant Acts and ethical standards</li> <li>- Assist with the design, delivery and monitoring of group and individual recreational activities and complimentary therapies for residents.</li> <li>- Maintain documentation of activities and therapies according to RCMB and Government requirements, including individual resident activity profiles.</li> <li>- Ensure activity attendance is kept at a high rate.</li> <li>- Ensure facility resident survey results are positive.</li> <li>- Coordinate activities and therapies as directed by the Lifestyle Coordinator or Nursing staff</li> <li>- Activities and therapies are carried out in line with requests and meet required needs and standards.</li> </ul>
Systems Support	<ul style="list-style-type: none"> <li>- Contribute to the documentation requirements to maximise funding opportunities, in consultation with the Lifestyle Coordinator or Nursing staff</li> <li>- Undertake a range of tasks to contribute to and assist Lerwin with meeting the Aged Care Quality Standards</li> <li>- Contribute to various strategies and practices that promote a culture of continuous improvement and quality assurance</li> <li>- Contribute to an effective Infection Control program</li> <li>- Contribute to the development and review of policies, guidelines, operating procedures and practices</li> <li>- Promote and adhere to the Manual Handling Guideline's</li> </ul>
Leadership and Guidance	<ul style="list-style-type: none"> <li>- Actively role model the Rural City of Murray Bridge and Lerwin values and leadership principles in accordance with the Code of Conduct</li> <li>- Provide leadership and guidance to students and volunteers</li> <li>- Contribute to the supervision, support and orientation of new staff</li> <li>- Contribute to and facilitate effective communication and practices between staff and volunteers</li> <li>- Contribute to and assist with effective conflict resolution strategies and processes</li> </ul>

Leadership Contribution	Responsibilities
Shapes Direction	<ul style="list-style-type: none"> <li>- Shows an awareness of the team's work plan by prioritising daily activities</li> <li>- Follows supervisor's direction to support the teams, portfolio's and organisations goals</li> <li>- Is enthusiastic and committed to delivery of goals and outcomes for the greater good of the community</li> </ul>
Continuous Improvement	<ul style="list-style-type: none"> <li>- Contributes to innovation and ideas within the workplace</li> <li>- Is open to change initiatives to improve performance</li> <li>- Contributes to implementing change initiatives for efficiency and productivity</li> <li>- Continues to embrace new ideas and opportunities to ensure effective delivery</li> <li>- Contributes positively to development of alternative methods and innovations</li> </ul>
Works with Others	<ul style="list-style-type: none"> <li>- Acts and adheres to ABC's and core organisational values</li> <li>- Fosters team play and supports teamwork within teams</li> <li>- Shares information and cooperates with team members</li> <li>- Builds and forms relationships</li> <li>- Respects, supports and encourages team members and peers</li> </ul>
Achieves Results	<ul style="list-style-type: none"> <li>- Uses initiative and judgement to achieve quality outcomes</li> <li>- Supports other staff and team members to deliver quality outcomes</li> <li>- Uses initiative and judgement to deliver services within levels of services defined</li> <li>- Holds self and others accountable for actions and work</li> <li>- Manages risks and safety in line with policy, procedures and guidelines</li> </ul>

Key Result Areas	Responsibilities [activities that achieve each KRA]
General conditions of Employment	<ul style="list-style-type: none"> <li>- The Rural City of Murray Bridge is an Equal Employment Opportunity employer and promotes equal employment opportunities and diversity within its work place</li> <li>- Council provides a smoke free environment. Smoking within Council premises and vehicles is prohibited</li> <li>- Enterprise Agreements apply to various occupational groups that outline specific terms and conditions in conjunction with Award conditions</li> </ul>
Policies and Procedures	<ul style="list-style-type: none"> <li>- The role is performed in accordance with Council's Policies and Procedures and the Code of Conduct for Employees</li> </ul>
Work Health and Safety	<p>Employees have a legal obligation to take steps to protect themselves from risks to health and safety and make sure they do not cause a risk to others through any act or omission. In particular an Employee is required to:</p> <ul style="list-style-type: none"> <li>- Carry out their roles and responsibilities as identified in the Rural City of Murray Bridge's WH&amp;S and Injury Management Roles and Responsibility policies and procedures</li> <li>- Comply with the requirements of the WH&amp;S Act 2012</li> <li>- Actively contribute to consultative and participative arrangements for the management of WH&amp;S and Injury Management</li> <li>- Undertake training provided to protect the Employee's health and safety whilst at work</li> <li>- Follow reasonable instructions and follow Standard Operational Procedures, Standard Work Method Statements and Safe Work Plans designed to protect the Employee's health and safety and the health and safety of others</li> <li>- Have a sound understanding of human resource principles concerning training and development, equal opportunity and occupational health, safety and welfare and associated policies</li> <li>- Actively participate in rehabilitation and return to work programs</li> </ul>
Financial Responsibilities	<ul style="list-style-type: none"> <li>- Strictly apply Council's Procurement and Financial Delegation policies and guidelines to obtain goods and services for Council (if and as the position requires)</li> </ul>
Records Management Responsibilities	<ul style="list-style-type: none"> <li>- Employees have an obligation to meet the requirements of the State Records Act, to comply with Council's Records Management Policy, Procedures and Standards and to properly use Council's Records Management Systems</li> </ul>
Customer Service	<ul style="list-style-type: none"> <li>- Establish a culture within the business unit that values and respects customer service as a critical success factor in identifying and achieving key goals and objectives</li> <li>- Manage relationships and interactions with internal and external customers</li> </ul>
Risk and Environmental Management	<ul style="list-style-type: none"> <li>- Comply with Council's Risk Management Policy and procedures</li> <li>- Comply with relevant environmental legislation, council policy and procedures. Participate in activities associated with the implementation of environmental plans and strategies</li> <li>- Be aware of and use any equipment provided for environmental pollution protection</li> <li>- Report all spills, incidents and environmental damage in accordance with Council procedures</li> </ul>

Signature		Date
Incumbent		
Manager		
General Manager		
Manager, Organisational Development		