

Position title:	Lifestyle and Leisure Officer	Position reports to:	Lifestyle & Leisure Coordinator			
Background						
<p>Shepparton Retirement Villages (SRV) is a non-for-profit community based organisation that was founded by the Rotary Club of Shepparton back in 1968. Since that time SRV has become the largest provider of aged care services in the Shepparton region.</p> <p>SRV is responsible for the delivery of care across 271 residential aged care beds, 288 independent living units and 26 aged care packages. Services are delivered across 3 sites however our care packages are delivered across Shepparton and the region. The 3 sites are:</p> <table border="0"> <tr> <td style="vertical-align: top;"> <p>Rodney Park based in Mooroopna consists of:</p> <ul style="list-style-type: none"> • Mooroopna Place: 100 bed residential aged care facility • 93 Independent Living Units </td> <td style="vertical-align: top;"> <p>Kialla Gardens based in Kialla consists of;</p> <ul style="list-style-type: none"> • Banksia Lodge: 64 bed aging in place residential care facility • 109 Independent Living Units </td> <td style="vertical-align: top;"> <p>Tarcoola based in Shepparton consists of</p> <ul style="list-style-type: none"> • Administration • Maculata Place: 120 bed residential care facility • Hakea Lodge: 57 bed aging in place residential care facility • 70 Independent Living Units • Support at Home Program </td> </tr> </table>				<p>Rodney Park based in Mooroopna consists of:</p> <ul style="list-style-type: none"> • Mooroopna Place: 100 bed residential aged care facility • 93 Independent Living Units 	<p>Kialla Gardens based in Kialla consists of;</p> <ul style="list-style-type: none"> • Banksia Lodge: 64 bed aging in place residential care facility • 109 Independent Living Units 	<p>Tarcoola based in Shepparton consists of</p> <ul style="list-style-type: none"> • Administration • Maculata Place: 120 bed residential care facility • Hakea Lodge: 57 bed aging in place residential care facility • 70 Independent Living Units • Support at Home Program
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Role Statement						
<p>This position has broad responsibilities for:</p> <ul style="list-style-type: none"> • Providing varied, interesting and stimulating activities programs to meet the needs of the residents; • Establishing goals, planning, organizing, implementing and evaluating therapy programs for residents and community activities and special events; • Maintaining appropriate records of all assessments, therapy plans, evaluations and activity programs; • Ensuring involvement of the residents in the development of stimulating and enjoyable activities; • Managing the Lifestyle & Leisure resources • Take responsibility for the provision of optimal input into the resident care plan. 						
Additional Information						
<p>All staff within Aged Care Facilities work as members of a team and tasks are divided between team members. Facilities operate on a 24 hour basis and all staff are required to work variable shifts. The requirement for flexibility of work location, the willingness to work varied shifts and occasionally at short notice is considered of utmost importance to the smooth running of the Facilities at Shepparton Villages Inc.</p>						

Reporting Statement/ Working Relationships

The position will report to the Facility Manager but will have strong links to the Leisure & Lifestyle Coordinator and other Leisure & Lifestyle team members

Key Selection Criteria

<p>Qualifications/Skills:</p>	<p>Essential:</p> <ul style="list-style-type: none"> • Certificate IV in Diversional Therapy/Lifestyle and Leisure or Diploma Diversional Therapy/Lifestyle and Leisure; • A high level of verbal, written and interpersonal communication skills; • Current drivers licence with the provision for bus endorsement; • Excellent team working skills; • The ability to work independently and with minimum supervision whilst keeping within overarching SRV requirements; • The ability to problem solve low to medium level issues and know when to escalate; • The ability to engage and manage a group entertainment program sessions, which involves and stimulates all participants; • Flexibility 	
<p>Additional Information</p>	<ul style="list-style-type: none"> • Police check/NDIS checks are required prior to employment; • All employees are required to be fully COVID vaccinated in accordance with Victorian Government directives or must be able to provide appropriate medical exemption documentation • Working across all sites, is potentially required. • The probationary period for this position is 6 months (if a permanent role). 	
<p>Key Result Areas</p>	<p>Key Activities</p>	<p>Standard Measures</p>
<p>Demonstrate and uphold the mission, values, foundation of care and vision of Shepparton Villages</p>	<ul style="list-style-type: none"> • Ensure that the values of Shepparton Retirement Villages are incorporated into daily practices in relation to all your activities. 	<p>Demonstrate behaviours of choice, respect, care, passion and teamwork at all times while interacting in an employed capacity.</p>
<p>Adheres to all Health and Safety requirements for self, colleagues and residents</p>	<ul style="list-style-type: none"> • Ensure that health and safety is at the forefront of your mind and actions and that you operate only in a safe manner at all times. 	<ul style="list-style-type: none"> • Prevention - reporting areas of concern, in an appropriate manner, without delay. • Ensuring incidents are reported immediately and all paperwork is correctly completed and in a timely manner.
<p>Meet the needs of the organisation, residents and staff</p>	<p>Undertake any other tasks commensurate with the classification of this position within your scope of practice.</p>	<p>Meet the needs of organisation, residents and staff</p>

Demonstrate a commitment to staff and professional development, education and performance reviews.	<ul style="list-style-type: none"> • Develop and maintain a professional approach to personal and other team members work performance. • Develop goals for improved work efficiency to produce positive resident outcomes • Recognise the importance of personal professional development, education and performance reviews. 	<ul style="list-style-type: none"> • Demonstrate positive attitude to own personal performance and other team members work performances. • Demonstrate the ability and willingness to identify and develop short term goals that improve service to the Residents. • Education on current clinical best practices and competencies maintained • Identify areas for improvement and suggest a plan for continuous improvement • Demonstrate a commitment to continuing personal professional development and participation in staff performance reviews.
Communication	<ul style="list-style-type: none"> • Promotes and actively demonstrates open honest communication with excellent listening, verbal and nonverbal skills. • Able to undertake, communicate and document assessments and care plans. • Utilize computerized medical records systems • Maintains resident's confidentiality at all times. 	<ul style="list-style-type: none"> • Assessments and activities meet the needs of the residents and respects their background, beliefs and wishes • Assessment and Care Plans are well documented • The resident's records are accurate and current • Confidentiality / policies and procedures adhered to.
Uses resources efficiently and effectively	Develop programs that maximize the use of Shepparton Villages resources	<ul style="list-style-type: none"> • Resources are maintained and used appropriately to ensure maximum efficiency
Be an effective team member	<ul style="list-style-type: none"> • Work collaboratively with other care workers in order to capture resident's needs. • Assists and supports staff in a manner that is empowering. • Promotes positive culture through active engagement in the workplace through concepts of <ul style="list-style-type: none"> ○ Choose your attitude ○ Be there for all ○ Make their day, have fun 	<ul style="list-style-type: none"> • Other care workers and the Care Manager are consulted in relation to the residents needs • Seeks input from other staff members • Is considered a proactive, efficient, friendly and approachable team member
Care is continually reviewed and improved	<ul style="list-style-type: none"> • Identifies areas for improvement • Initiates and participates in standard audits. Evaluate and revise individual and group activities regularly 	<ul style="list-style-type: none"> • Improvements are discussed with the L&L Coordinator and Care Manager and where appropriate implemented. • Actively participates in continuous improvement activities such as audits • Activity plans are reviewed and amended to suit the changes needs of the resident

INHERENT POSITION REQUIREMENTS

Shepparton Villages has a duty of care to all employees. 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 the safety of others. This role may require the following tasks among others:

	Tasks	Occasionally (1 - 33%)	Frequent (34 - 66%)	Very frequent (67 - 100%)
Physical	Assisting residents to reposition, transfer and ambulate		X	
	Standing and walking			X
	Bending, kneeling, squatting, crouching	X		
	Tasks involving manual dexterity		X	
	Tasks involving pushing and pulling		X	
	Lifting and carrying objects (as per our minimal lift policy)		X	
	Computer work			X
	Sitting for extended periods	X		
	Neck flexion/extension and rotation	X		
	Climbing stairs, ladders	X		
	Driving motor vehicles/machinery	X		
	Working standing/walking for extended periods		X	
	Walking over uneven surfaces	X		
Handling unstable objects or people	X			
Psychosocial	Dealing with distressed staff, residents, families and visitors		X	
	Working with residents with cognitive impairments and associated behaviours			X
	Working with residents at their end of their life			X
	Requirement to meet urgent timelines		X	
	Exposure to distressing situations		X	
Environmental	Exposure to chemical hazards – dust, gases, fumes, liquids, hazardous substances eg, cytotoxic medication			
	Working in confined spaces			
	Working in temperature extremes and exposure to outdoor elements, eg cool rooms and working outdoors			

	Slippery or uneven surfaces	X		
	Biological hazards – body fluids, bacteria, infectious diseases	X		

I acknowledge:

- That I have read and fully understand this Position Description
- I agree that I have the ability to fulfil the inherent requirements of the position and accept my role in fulfilling the responsibilities, activities, duties and generic position requirements
- I understand that the information provided is a general outline and may not encompass every aspect of the position.
- I agree that I will participate in a performance review six months after appointment and thereafter every two years with my Manager
- I will be required to work in accordance with Shepparton Villages Values and Behaviours, Code of Conduct and policies and procedures
- Shepparton Villages may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- I understand that this is separate to the Employment Agreement that I will sign, outlining the terms and conditions of my employment.

PRINT Name: _____

Signature: _____ Date _____