



## POSITION SPECIFICATION

**POSITION TITLE:** Activities Assistant  
**CLASSIFICATION:** Leisure and Lifestyle Assistant  
**DEPT:** Clinical and Nursing  
**APPROVED BY:** C.E.O

### OUR MISSION, VISION AND VALUES

**Our Mission:** Providing our community with quality care and health service options.

**Our Vision:** To encourage our community to experience quality of life by providing Responsive, Sustainable, Compassionate, Innovative and Quality Services.

#### **Our Values:**

**Service** Assist all residents and clients to the best of your abilities in a kind and courteous manner.

**Honesty** Holding yourself to the highest of morals and decency when associating with peers, residents and clients.

**Accountability** Taking responsibility for yourself and those associated with you and being answerable to your mistakes.

**Respect** Understanding everyone has a point of view, respect for each person and role.

**Excellence** To never become complacent, aim to excel in your field and provide safe and excellent care.

### ORGANISATION AND ENVIRONMENT

Cobdenhealth operates an accredited 60 bed aged care facility separated into two wings, Lovely Banks and Heytesbury Lodge.

Cobdenhealth provides the community with quality care and health service options including extensive Community Services, accredited Urgent Care Centre providing emergency stabilisation service 24 hours a day, Home Care Packages (HCP), The Rodney Grove Community Aquatic Centre, Gym and a Men's Shed.

*Cobdenhealth is an Equal Opportunity Employer.*

## **POSITION OBJECTIVE**

To assist in preserving the wellbeing of residents by providing them with group activities and programs suitable to their individual abilities and interest.

## **ORGANISATIONAL RELATIONSHIPS**

<b>Reports to:</b>	Clinical Director (CD) Activities Coordinator
<b>Directly supervises:</b>	NIL
<b>Internal liaisons:</b>	Chief Executive Officer (CEO) Cobdenhealth Corporate Staff All other Cobdenhealth Staff Volunteers

## **KEY ORGANISATIONAL RESPONSIBILITIES**

### **Organisation Culture**

- To understand and adopt Cobdenhealth values in all areas of work with attention to customer service, teamwork and community relations acting as a role model for the organisational values.

### **Customer Focus**

- Ensure all communications follow a customer first approach.

### **Occupational Health and Safety**

- Provide leadership in taking responsibility for your own health and safety and for the health and safety of anyone else who may be affected by your acts or omissions in the workplace.
- Maintain a practical understanding and participate in future development of the emergency management plan.
- To comply with all relevant legislation requirements, organisational policies, vision & mission statements and core values including, but not restricted to:
  - Infection Control Policies.
  - Occupational Health and Safety policies and regulations.
  - Fire, disaster and other emergency procedures.
  - Attend initial orientation/induction and annual compulsory training.
  - To assist and support injured workers Return to Work.

### **Risk Management**

- Ensure effective and timely risk identification, assessment, control and issue resolution processes are maintained in accordance with the organisations risk management policies and guidelines.

### **Management and Control**

- Ensure professional, moral, ethical and responsible management practices in all areas of responsibility.
- Understand and take responsibility to work within the delegations of authority.

### **Quality Management**

- To take an active role in applicable Accreditation processes.
- Ensure all services are provided within a quality and risk management framework, with demonstrated outcomes.
- Ensure all work conducted meets regulatory and organisation standard.

### **Confidentiality**

- All material and information is to be deemed to be of a confidential nature and any breach of this confidentiality shall be a breach of the employment contract, and will lead to termination of employment. The precise nature of confidential information is contained in the “Privacy, Confidentiality & Security” Agreement.

## **KEY DUTIES AND RESPONSIBILITIES**

- Deliver Leisure and Lifestyle activities under the directions of the Activities Coordinator.
- Complete resident documentation in a timely and efficient manner including progress notes for exceptional reporting.
- Complete assessments as requested.
- Ensure resident needs are communicated and documented appropriately on Platinum 5
- Participate in the ROD process as required
- Encourage residents to attend activities.
- Inform the Activities Coordinator about the residents' feedback and satisfaction with the program.
- Complete attendance records
- Welcome new residents and support them to develop a community network.
- Review and contribute to the calendar regularly
- Encourage and welcome links with the community to ensure the residence is welcoming and supportive of all options to keep residents engaged in previous activities.
- Work collaboratively with Volunteers to maximise the program for residents' enjoyment
- Work with the residence staff and encourage communication that is open, honest and timely.
- Assist with the orientation and training of new Activities staff to their role.
- Remain up to date in respect of practices in residential aged care
- Work as an effective member of the team and maintain an effective peer support network

## **PROFESSIONAL ACCOUNTABILITY**

### **Leadership and Personnel Management**

- Exhibit leadership behaviours and provide a professional role model.
- Participate in the appraisal process as directed by the Activities Coordinator.
- Motivate and educate all staff and students to optimise involvement and responsibility.

### **Quality and Evidence Based Practice**

- Manage activities as required in consultation with the Activities Coordinator.
- Design and implement programs for designated residents based on their personal abilities and interests as required in consultation with the Activities Coordinator.
- Be familiar with the Quality plans for the Organisation and participate in meeting those plans.

### **Risk Management**

- Ensure all decisions are in line with your scope of practice.
- Take responsibility for reporting all events outside normal daily routine with possible risk implications be reported in an appropriate time frame and/or logged.
- Participate in the ongoing development and maintenance of systems, policies and procedures for the identification, collection and analysis of risk related information.
- Participate in and ensure excellent understanding of emergency procedures.

### **Service Development**

- Provide a positive role model to all staff and key stakeholders.
- Maintain current knowledge of leisure and lifestyle trends and best practice.
- Attend external seminars and study days as appropriate and give feedback to the activities team and the organisation.
- 

### **Service Responsibilities**

- Promote independence by incorporating activities of daily living into programs.
- Work in collaboration with nursing and medical colleagues to ensure the maintenance of safe, integrated, person-centered care.
- Establish a safe working environment in which all residents and clients receive a high standard of care.
- Treat all residents and clients with care, compassion, dignity and respect at all times and without compromise.
- Ensure that all residents and clients are involved in the decision making process in all matters involving their health, wellbeing and lifestyle, and to maintain their Privacy and Confidentiality.
- Ensure that effective communication occurs with all residents and clients and their relatives in relation to their health, wellbeing and lifestyle from staff and health professionals.
- Be familiar with Aged Care Funding Instrument (ACFI) requirements.
- Ensure that all documentation is recorded accurately and kept up to date in accordance with the requirements of ACFI and the Aged Care Act.

## **INDIVIDUAL ACCOUNTABILITY**

- Maintain resident, client, employee and organisational Privacy and Confidentiality at all times
- Self-Management – set personal as well as professional goals that address workload management, time commitments and relationships in a manner that enables acceptable performance and work life balance to be maintained
- Professional Development – demonstrate a commitment to individual and team professional development and set achievable goals consistent with the organisation's objectives and individual competency

## **QUALIFICATIONS, EXPERIENCE AND SELECTION CRITERIA**

### **Essential**

- Certificate in Leisure and Health or working towards same
- Current Victorian Driver's License
- Willingness to work in aged care
- Well-developed communication and interpersonal skills
- Well-developed problem-solving abilities
- Well-developed computer skills
- Demonstrated ability to manage change and ambiguity
- Demonstrated commitment to professional development
- Ability to accept direction and work without immediate supervision
- Ability and willingness to work effectively with all members of the Cobdenhealth team

### **Desirable**

- Experience in working with older persons
- Bus license
- An understanding of Activities for the Quality of Life Programs in Residential Care and diversional therapy for the dementia.

## **PERFORMANCE APPRAISAL**

To be conducted by the Activities Coordinator within the first 3 months and annually thereafter.

## **SALARY AND CONDITIONS OF EMPLOYMENT**

As determined by Aged Care Award 2010, Cobden District Health Service Inc., ANMF and HSU Enterprise Agreement 2014. Salary sacrificing is available

- Available for duty Monday through Friday,
- Annual Leave as per award (Not applicable for Casuals)
- Laundry allowance provided
- Casuals – Available for duty Monday through Sunday including holidays, weekends and nights.
- Available to cover leave as required or at short notice

## **PHYSICAL REQUIREMENTS**

Cobdenhealth could require staff to work a variety of shifts. Due to the layout and nature of work employees will be required to undertake a diversity of tasks, which may require various forms of mobility.

The following requirements will be needed to carry out the essential elements of the position as outlined in the position description.

**These requirements are to be assessed.**

---

Cobdenhealth reserves the right to withdraw or amend this position specification, as it considers necessary to serve the best interests of the organisation.