

# Position Description

## Position Details:

Position Title:	Lifestyle Assistant
Reports To:	Lifestyle Therapist Team Leader/Lifestyle Coordinator
Agreement:	Aged and Community Care EA; Level 2 and 3 Churches of Christ Care Victoria, ANMF & HSU EA - Wage Skill Group 3
Group:	Seniors Living
Team:	Residential Aged Care
Approval Date:	30 April 2021

## Organisation Overview:

Churches of Christ has been an active part of the community for more than 130 years. We have a significant presence in Queensland and Victoria with over 200 services in more than 100 communities. Thanks to the support of over 3,800 staff and 1,000 volunteers, we positively impact tens of thousands of lives each year.

We operate a range of missional and community care services to assist families, the elderly and people in the areas of early childhood care; children, youth and family services; community housing; retirement living; home care; and residential aged care services. We provide Christ-inspired care and compassion to vulnerable people at different stages of their life journey. Visit [cofc.com.au](http://cofc.com.au) to learn more about us.

## Position Overview:

The Lifestyle Assistant is responsible for assisting with the provision of activities in accordance with the Positive Wellbeing Model of Care and which enhance the psychological, spiritual, social and physical well-being of residents and clients.

The Lifestyle Assistant contributes as an integral member of the Seniors Living group and supports activities aligned with the strategic direction of and consistent with the mission and values of Churches of Christ.

## Position Responsibilities:

1. Assist with development and delivery of leisure and recreational activities.
2. Support residents to participate in activities; attend to the personal care needs of clients/residents as required.
3. Assist with the regular review and improvement of activities.
4. Maintain accurate documentation of activities including evaluation of individual resident programs and plans.

## Organisational Accountabilities:

### General

1. Actively participate as a team member while supporting the achievement of organisational strategies.
2. Provide a high standard of customer service to all stakeholders and participate in continuous improvement processes for service delivery.
3. Advance Churches of Christ in Queensland's reputation in the community; support service integration by providing seamless provision of client-focused care and services.
4. Actively commit to and perform work in accordance with quality standards and continuous improvement; identify and communicate improvement opportunities.
5. Adhere to the organisation's policies and procedures; comply with all legislation and regulations affecting the position; adhere to the code of ethics and scope of practice that apply to the profession; take reasonable care to ensure that actions and omissions do not impact on the health and safety of others.
6. Comply with the requirements of applicable service level agreements, and provide information for reports as required; support actions to ensure financial targets are met and, where appropriate, contribute to acquittal and funding agreement requirements and implement corrective action as directed.
7. Support leadership by participating in professional development, performance appraisal processes and feedback.

### Mission Focus

8. Forward the mission and model the values of Churches of Christ in day-to-day work, including in all interactions with members, ministers, staff, and other stakeholders.

## Key Selection Criteria:

### SC1: Qualifications and Knowledge

Desirable:

- Possess a current First Aid certificate and Cardiopulmonary Resuscitation (CPR) certificate.
- Certificate III in Aged Care or relevant qualification.

### SC2: Experience

Essential:

- Relevant work experience in aged care setting or similar environment providing leisure and health program services.

### SC3: Technical Competence

- Basic computer skills, including the ability to use Outlook and Internet Explorer.

#### **SC4: Personal History Checks**

- Possess a current National Police Certificate – or the ability to acquire.
- Possess a current Influenza Vaccination – or the ability to acquire – if deemed a requirement in accordance with government direction and/or Churches of Christ Policy.
- Possess COVID-19 Vaccination - or the ability to acquire – in accordance with government direction and/or Churches of Christ Policy.
- Possess a current NDIS Worker Screening Check – or the ability to acquire – where the service and role supports individual NDIS participants.

#### **SC5: General**

1. Well-developed communication and interpersonal skills to engage with a range of internal and external stakeholders.
2. Demonstrated ability to deliver quality services underpinned by continuous improvement to meet the needs of stakeholders.
3. Demonstrated ability to handle the challenges that occur in an organisation driven by change and innovation.
4. Well-developed problem solving, decision making and negotiation skills.
5. Proven ability and willingness to support a culture of safety, legislative compliance, quality and continuous improvement.
6. An understanding of the principles and values of Christianity and a demonstrated commitment to the mission, vision and values of Churches of Christ.