



Riverview
Lutheran Rest Home Inc

Job and Person Specification

Lifestyle Officer

March 2021

Organisational Overview:

Riverview Lutheran Rest Home Inc. is a Not-for-Profit 60 Bed Residential Aged Care Facility comprising of 40 Aged Care beds and a purpose built 20 bed specialised Memory Support Unit. 12 Independent Living Units and 13 Serviced Apartments are also located on-site. Riverview's Mission is to provide care, services, and accommodation to enrich the lives of older people, and strengthen the Riverland community. Through our Values of Care, Integrity, Quality, Compassion, Kindness, Love, Patience and Respect, we strive for "Excellence in Christian Care".

JOB & PERSON SPECIFICATION

POSITION:	LIFESTYLE OFFICER
TYPE OF EMPLOYMENT:	Hours of work as per Contract of Employment
REPORTS TO:	WELLNESS PROGRAM MANAGER CHIEF EXECUTIVE OFFICER
RESPONSIBLE FOR SUPERVISING:	N/A

Position Overview:

The Lifestyle officer will spend one on one time with residents, and also run recreational and leisure activities as per the Riverview Lifestyle program in a way that enhances residents psychological, spiritual, social, emotional and physical wellbeing, whilst encouraging resident independence, participation, and involvement. Lifestyle Officers are also responsible for documenting resident participation and engagement levels for each activity in Lee Care, are expected to contribute ideas and feedback that will assist in the development of future programs and activities, and will provide support to colleagues, students, volunteers, relatives and friends of residents. Flexibility and the ability to work across different areas of our facility, including our Memory Support unit, and outside of the facility on resident outings, is required of all Lifestyle Staff.

Qualifications and Requirements:

Essential

- Holds and maintains a satisfactory police check no more than 3 years' old
- DHS working with vulnerable persons check

Desirable

- Successful completion of Cert IV in Leisure & Health or equivalent
- Previous Experience working in Aged Care
- Full SA Drivers Licence

Key Job Responsibilities:

- Run resident activities including resident outings as programmed on the Riverview Lifestyle Calendar, in the wing of the facility, or in the Community, where programmed
- Ensure planned activities commence and conclude in a timely manner as programmed
- If unable to run an activity as planned due to exceptional last-minute unavoidable circumstances, consult with/advise the DON or RN in charge if a weekend of any changes, prior to implementation, and report to the Riverview Wellness Manager any changes in planned activities from those programmed via Lee Care message on the day of the change including the reason for the change and replacement activity
- Liaise with the RN in charge at the commencement of each day for any resident changes in health status that may impact on their ability to participate in Lifestyle activities
- Notify the Registered Nurse in charge of any noticeable changes in resident condition and/or any out of character resident behaviour

- Actively promote resident's independence, choice and emotional well-being by encouraging engagement in lifestyle inhouse and community activities
- Create a calm and safe environment for residents to relax and socially engage with other residents, staff and family
- Support the maintenance of mobility/dexterity of the residents of Riverview
- Promote upcoming lifestyle activities to residents and encourage participation
- Interact with Volunteers, Family members, visiting lifestyle program participants (ie singers, school children and teachers, performers etc) in a helpful, friendly and welcoming manner
- Provide support to colleagues, students, volunteers, relatives and friends of residents
- Maintain accurate records in Lee care, covering the attendance at each activity for each resident and their response to the lifestyle activities that they engaged in
- Complete lifestyle care plan reviews as directed by the Wellness Program Manager
- Participate in the evaluation and review of lifestyle activities and contribute ideas, and provide feedback that will assist in the development of future programs and activities
- Attendance and input at meetings as requested

Essential Ongoing Responsibilities:

- Able to accept responsibility and accountability for actions
- Attend/complete all mandatory training as required
- Participate in continued professional development to enhance the delivery of Lifestyle activities
- Know and operate within the policies and procedures, and quality assurance and occupational health, safety and welfare practices of the organisation
- Be familiar with and conform to the requirements of local, state and Commonwealth Health Acts
- Maintain knowledge of, and act in accordance with the Aged Care Quality Standards, using best endeavors to ensure standards are met and/or exceeded
- Act in accordance with the Riverview Code of Conduct
- Operate within the Riverview Values of Care, Integrity, Quality, Compassion, Kindness, Love, Patience and Respect

Essential Person Specification Criteria:

- Team player with ability to work well under direction
- Ability to follow and adhere pre-programmed plans working autonomously
- Self-starter who is motivated and proactive
- Uses initiative to identify opportunities and issues and develop and implement plans and solutions
- High level of verbal communication skills
- Sense of loyalty and commitment
- Outgoing and bright with sense of humour and ability to be flexible
- Excellent time management skills
- Ability to establish good rapport with residents and their families
- Treats others with care, dignity and respect



Acknowledgement

I, _____ acknowledge that I have read and understood the requirements of my position and have been given a copy.

SIGNED:

Employee's Signature

Manager's Signature

Date: ___/___/___

Date: ___/___/___