

Staff  
Initials



## Chinese Community Social Services Centre Inc.

(ABN 95 428 365 701)

### On Luck Chinese Nursing Home

Job Description: **Leisure and Lifestyle Assistant**

#### Qualification:

Certificate III in Aged Care / Individual Support

Certificate IV in Community Services (Leisure & Lifestyle) is an advantage.

Valid Police Check

#### Experience:

##### 1. Essential:

- Work experience in residential aged care facility, in particular Dementia specific experience
- Current driving license
- Good writing skill in Chinese and English
- Pleasant, courteous and have high level of interpersonal and communication skills
- Good customer service skills, willing to consult residents on their needs, likes and dislikes
- Demonstrated the capacity of conflict resolution and negotiation
- Good Team Player
- Ability to work within budgetary guidelines
- Flexible work style.

##### 2. Desirable:

- Knowledge and understanding of Aged Care Accreditation Standards an advantage
- Good computer skills (e.g. Microsoft Word, Excel) and Chinese typing skill is an advantage
- Experience with electronic documentation is an advantage
- Able to speak both Cantonese & Mandarin is highly desirable.

#### Hours of Work:

Hours per week as agreed.

#### Responsible to:

Director of Nursing (DON) / Line manager / Nurse in charge

Document Code & Name	Page	Author	Created / Revised Date / Version
Standard 7.5 Job Description – Leisure and Lifestyle Assistant	Page 1 of 4	Reviewed by: DON	Reviewed date: 26 July 2019 V2

**Responsibilities:**

1. Special Duties relating to Leisure and Lifestyle Programs

- 1.1 To assess and identify residents needs and preferences so as to design, implement, evaluate and follow up the appropriateness of Leisure & Lifestyle programs for On Luck Chinese Nursing Home.
- 1.2 Utilize collected data to develop / organize / improve activities that can better cater for residents’ needs.
- 1.3 To document the following information in the residents’ records:
  - Residents’ individual needs and preference pertaining to leisure and lifestyle activities
  - Residents’ participation in and response to the leisure and lifestyle programs
  - Changes in the residents’ ability to manage and maintain activities
  - Changes to care plan on residents’ leisure and lifestyle needs and programs
  - Any other relevant information.
- 1.4 To ensure adequate supplies are available for the effective management of the Leisure & Lifestyle programs.
- 1.5 To facilitate the Residents and Carers Meeting as delegated.
- 1.6 To work with other members of the multi- disciplinary health care team including medical, nursing and allied health to provide effective behavior management of residents e.g. dementia residents.
- 1.7 Work with clinical staff to provide holistic residents care when necessary e.g. increase food enjoyment through engagement during feeding times, maintenance of residents mobility through activity programs.
- 1.8 Liaise with volunteers and community groups to arrange suitable activity programs to maintain residents’ friendship and participations in the life of the community within and outside the Nursing Home.
- 1.9 Be able to support and help organizing recreational and fund-raising activities in conjunction with other department/site/ service of Chinese Community Social Services Centre Inc. (CCSSCI) and On Luck Chinese Nursing Home.
- 1.10 To prepare the publication of the Nursing Home’s Newsletters.

2. General

- 2.1 Ensure compliance with the mission & vision of CCSSCI and On Luck Chinese Nursing Home.
- 2.2 Ensure compliance with statutory regulations – 44 expected outcomes of the Accreditation Standards and Residential Aged care Manual.
- 2.3 Be empathic with residents.
- 2.4 Ensure residents safety at all time during lifestyle & Leisure programs / activities.
- 2.5 Be able to work independently (without close supervision).
- 2.6 Display a pleasant and courteous manner at all times.
- 2.7 Ensure effective working relationships and teamwork among colleagues.
- 2.8 Ensure supplies are used economically.
- 2.9 Ensure adherence to the principles of strict confidentiality.
- 2.10 Attend meetings as appropriate.
- 2.11 Ensure any accident / incident involving a resident or staff member is reported to Department head / Line manager.

Document Code & Name	Page	Author	Created / Revised Date / Version
Standard 7.5 Job Description – Leisure and Lifestyle Assistant	Page 2 of 4	Reviewed by: DON	Reviewed date: 26 July 2019 V2

Staff  
Initials

2.12 Agrees to obey all reasonable lawful directions and instructions given by the Employer or a specific supervision.

### 3. Quality Assurance

3.1 Participate actively in the Quality Assurance Program of the Nursing Home to support evidence based continuous improvement activities.

3.2 Report any relevant problems or concerns for continuous improvement to Department Head / Line manager.

### 4. Infection Control

4.1 Ensure compliance with Infection Control Standards

4.2 Adhere to the principles of Universal Precautions

### 5. Education

5.1 Update knowledge as appropriate

5.2 Participate in the on-going education program of the Nursing Home. Participate in all mandatory training sessions i.e. Manual Handling (annually), Fire and safety Training (annually), Fire Evacuation / Drill (annually).

### 6. Occupational Health and Safety

6.1 Provide and maintain so far as is practicable a working environment that is safe and without risk to health.

6.2 Take care of your own health and safety; and the health and safety of any other person who may be affected by your acts or omissions at workplace.

6.3 Understand responsibilities and accountabilities to yourself and others in accordance with OH&S legislation and organization policies and promote a working environment that is congruent with these guidelines.

6.4 Ensure that a safe, clean and comfortable environment is maintained for all residents.

6.5 Participate in the preventive maintenance program.

6.6 Wear comfortable non-slippery shoes for work.

6.7 Use appropriate lifting techniques and adhere to residents' lifting policies as per Nursing Care Plan when lifting / transferring residents

6.8 Check the conditions lifting equipment before use.

6.9 Ensure residents are informed and given appropriate instructions prior to attending to procedures for or with residents.

6.10 Have a good understanding of the Occupational Health and Safety procedure.

6.11 Never leave residents unattended during activities.

6.12 Ensure that floors are not slippery before undertaking exercises with residents.

6.13 Ensure that residents are well positioned and adequately supported when participating in activities.

6.14 Report hazards, residents / staff accidents / incidents as soon as practicable.

6.15 Cooperate with the Return to Work Coordinator on return to work policy when and where appropriate.

Document Code & Name	Page	Author	Created / Revised Date / Version
Standard 7.5 Job Description – Leisure and Lifestyle Assistant	Page 3 of 4	Reviewed by: DON	Reviewed date: 26 July 2019 V2

Staff  
Initials

7. Confidentiality

Any information obtained in the course of employment is confidential and should not be used for any purpose other than the performance of the duties for which the person was employed. Staff are bound by the Information Privacy Act 2000, the Health Record Act 2000 and Australian Privacy Principles 2014.

8. Equal Employment Opportunity

You agree to adhere to the Equal Employment Opportunity policies and practices of the Organization. Discriminatory practices, including sexual harassment, are unlawful. The Organization will not tolerate discriminatory behavior and any such conduct may lead to the invoking of the Disciplinary Policy and Procedure, which may result in termination of employment.

9. Workplace Relations

Treat all employees of the Organization with respect and dignity and without discrimination or harassment. Employ the skills of timely and effective communication with healthcare personnel to guide and achieve optimal resident/performance outcomes.

**Appraisal:**

Within 6 months / as per contract term, then after annual performance appraisal / as deemed necessary

- Statements included in this job description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.
- Prior to accepting any offer of employment, prospective employee will be required to read and commit to the On Luck Chinese Nursing Home Staff Handbook & Code of Conduct, including (but not limited to) issues of Occupational Health & Safety, Equal Opportunity and Confidentiality.

I \_\_\_\_\_ have read, understood and accept the above job description

\_\_\_\_\_  
Signed by staff

\_\_\_\_\_  
Date

Document Code & Name	Page	Author	Created / Revised Date / Version
Standard 7.5 Job Description – Leisure and Lifestyle Assistant	Page 4 of 4	Reviewed by: DON	Reviewed date: 26 July 2019 V2