



Swan Hill
District Health
Connected Care. Best Experience.



Inclusive

Compassionate

Progressive

Accountable

Aged Care Leisure and Lifestyle Co-ordinator

About the role:

Swan Hill District Health has two residential aged care facilities, **Logan Lodge** (45 beds) and **Jacaranda Lodge** (30 beds). Our Aged Care facilities are designed to be as home like as possible. Skilled nursing care is provided to meet the needs of the consumers within a secure and caring environment. Consumers are supported in maintaining close links with the community, their family and friends, as well as following their own interests wherever possible.

Aged Care Leisure and Lifestyle Co-ordinator primary aim is to provide overall responsibility for the development, implementation, evaluation and continuous improvement of leisure and lifestyle programs. Responsible for supervision, work allocation, rostering and guidance of other Lifestyle and Leisure worker for both residential aged care.

We are currently looking for suitable candidate to join our dynamic team. The role is full time 1.0 EFT fortnight Monday to Friday (8:30 am to 5pm) based in Jacaranda Lodge.

About You:

- Certificate III in Aged Care; or
- Certificate IV in Leisure and Lifestyle;
- Experience working in Aged Care
- Sound understanding of Aged Care Standard, Accreditation Standards and the application to Leisure and Lifestyle programs
- Leadership and Management skills
- Able to work autonomously
- Demonstrate knowledge and/or experience in the development, implementation, evaluation and continuous improvement of lifestyle activities in an aged care setting
- Strong commitment to develop and implement recreational and lifestyle enrichment activities for consumer
- Ability to work effectively, respectfully and cooperatively in a team environment
- Demonstrate ability to network with relevant community organizations and achieve quality outcomes in the provision of recreational and lifestyle enhancement activities for consumers
- Drivers licence • Current National Police Record Check
- Current "Working with Children Permit"
- Evidence of immunisation records/history as part of the Health Services Act 1988, 2020 Amendment (Mandatory Vaccination of Healthcare Workers), through either documentation or copy of serology report. It is required that there is immunization for all vaccine preventable illnesses.

To apply for this position, email the completed Application for Employment form, Cover letter, CV and response to the key selection criteria to employment@shdh.org.au.

You will find the full position description containing the key selection criteria & application for employment form in the attached documents.

Swan Hill District Health reserves the right to commence interview immediately upon receipt of applications.

Enquiries about this role should be directed to Bina Rai, Director of Nursing: Ageing and Care at Home Ph: (03) 5033 9800 or E: brai@shdh.org.au

Swan Hill District Health is an equal opportunity employer committed to diversity and inclusion. We welcome applications from Aboriginal and Torres Strait Islander people, people with diverse cultural and linguistic backgrounds and people with disability.



Position:	Aged Care Leisure and Lifestyle Coordinator
Classification:	Leisure and Lifestyle Assistant Grade 3- IN33
Department:	Swan Hill District Health – Aged Care Services Based in Jacaranda Lodge
Reports to:	Director of Nursing: Ageing and Care at Home
Position Summary:	<p>To provide overall responsibility for the development, implementation, evaluation and continuous improvement of leisure and lifestyle programs across Aged Care at SHDH.</p> <p>Responsible for supervision, work allocation, rostering and guidance of other Lifestyle and Leisure worker.</p> <p>To provide a dedicated lifestyle program for the consumers of Jacaranda Lodge involving both group and individual programs.</p>
Responsibilities:	<ul style="list-style-type: none"> • Development, implementation, evaluation and continuous improvement of the Leisure and Lifestyle program that provides stimulation, variety, motivation and a sense of well-being for all • Support and facilitate the rights, interests and needs of consumers whilst respecting their right to freedom of choice, privacy and dignity • Assist with appropriate recreational activities that consider the consumers culture and background • Consult with consumers and assess capabilities and interests both individually and as a group in planning the leisure and lifestyle program • Deliver a planned annual and monthly calendar • Acknowledge key days and dates encouraging consumers to participate (e.g., Easter, Mother's Day, Remembrance Day); submit the Event Guidelines to the NUM 4 weeks in advance • Actively coordinate and promote socialisation of all consumers • Welcome new consumers supporting them to develop new friends and networks • Participate in consumer admission following up the Management Advantage documentation; Client profile is documented in the additional information section and the Lifestyle program - demonstrating an individual focus for each consumer • Review and update as per consumer in focus and as consumer care needs change Leisure and Lifestyle care plans with support from the Registered Nurse • Involve community groups in the program where practical/applicable accessing opportunities of creative and expressive activities • Support volunteers as they enhance the program • Be flexible and respond to changing priorities within the program • Attend staff meetings • Provide reports to manager and conduct meeting with the lifestyle and leisure worker • Ensure aged care standards are in place • Involve nursing staff in planning and implementing the program - particularly on week-ends and public holidays

	<ul style="list-style-type: none"> • Report any changes in consumer's physical condition, uncharacteristic or inappropriate behavior in a timely manner to Registered Nurse in-charge and document in progress notes • Conduct review and performance management of Lifestyle and Leisure worker.
	<p><u>Key Performance Indicators</u></p> <ul style="list-style-type: none"> • Ensure in Jacaranda Lodge- Provide an Annual Activities Plan showing variety, stimulation and interest for consumers. Activity Plan is to highlight (monthly and Weekly) events and special occasions while oversighting Logan Lodge activities. • 1 day per week management day to ensure both homes lifestyle activities are consumer focus and within aged care standards. • Ensure care plan and assessment is reviewed in timely manner. • Organize and participate in Consumer Advisory Group meeting as required. • Identify individual consumers circumstances that need additional input and develop a plan to provide the support. • Mentor and guide the lifestyle and leisure worker and lead by an example. • Promote the lifestyle activities- • Consumer feedback survey is conducted 3 monthly. • Ensure all documentations are conducted and assessment/care plan are up to date. • My Work Plan for lifestyle and leisure worker
Key Selection Criteria	<ul style="list-style-type: none"> • Certificate III in Aged Care ;or • Certificate IV in Leisure and Lifestyle; • Experience working in Aged Care • Sound understanding of Aged Care Standard, Accreditation Standards and the application to Leisure and Lifestyle programs • Leadership and Management skills • Able to work autonomously • Demonstrate knowledge and/or experience in the development, implementation, evaluation and continuous improvement of lifestyle activities in an aged care setting • Strong commitment to develop and implement recreational and lifestyle enrichment activities for consumer • Ability to work effectively, respectfully and cooperatively in a team environment • Demonstrate ability to network with relevant community organizations and achieve quality outcomes in the provision of recreational and lifestyle enhancement activities for consumers • Drivers licence • Current National Police Record Check • Current "Working with Children Permit" • Evidence of immunisation records/history as part of the Health Services Act 1988, 2020 Amendment (Mandatory Vaccination of Healthcare Workers), through either documentation or copy of serology report. It is required that there is immunization for all vaccine preventable illnesses.
Salary/Award:	Health and Allied Services Employees and Dental Assistants
First Nations:	Swan Hill District Health would like to acknowledge First Nations communities of Wamba Wamba, Wadi Wadi, Barapa Barapa, Latji Latji and the Tatti Tatti people on whose land, we work and live. We pay respect to all Elders past and present and honour their connection to the land and water.

Continuous Quality Improvement:	<ul style="list-style-type: none"> • Each staff member is expected to demonstrate a commitment to best practice. • All staff shall take responsibility for their own practice and share responsibility for creating and maintaining a system that provides safe, high quality health care. • All staff will participate in quality improvement activities aimed at improving consumer outcomes and maintaining accreditation standards. • It is the responsibility of every staff member to be familiar with Health Service-wide and specific Department Policies & Protocols
Person Centered Care:	<p>The Health Service supports in its values the philosophy of Person Centered Care to ensure all people, including health service providers, clients, their carers and family members are respectfully cared for and encouraged to participate in the provision of quality health care.</p> <p>We recognise diversity is part of every person & as such providers of health care must be actively involved in developing models of care that are person centered.</p>
Child Safety:	<p>All children have the right to feel and be safe. Keeping children safe is everyone's responsibility. SHDH is committed to providing a child safe environment where children are safe and feel safe, and where their voices are heard about the decisions that affect them.</p> <p>SHDH have zero tolerance to child abuse.</p> <p>Each employee has a responsibility to adhere to this requirement. Any breach of this standard will result in disciplinary action.</p>
Our Purpose:	<p>Connected Care / Best Experience SHDH commits to meet the growing health care needs of our community through our new vision to provide better connected care and to achieve the best care experience.</p>
Privacy and Confidentiality:	<p>SHDH are committed to protecting consumer and staff privacy and confidentiality, as it is an important aspect of our commitment to providing high quality services. In accordance to both the Health Records Act and the Information Privacy Act, information should only be used and disclosed for the primary purpose of its collection.</p> <p>Each employee has a responsibility to adhere to SHDH's Privacy and Confidentiality Policy, as it is a condition of employment. Any breach of the rules of privacy and/or confidentiality relating to health service business, patients or medical records will result in disciplinary action.</p>
Mandatory Training:	<p>All employees must be aware of and complete designated mandatory training within the required time frame.</p>
Safety:	<p>RESPONSIBILITIES: It is the responsibility of every staff member to:</p> <ul style="list-style-type: none"> • Take reasonable care for your safety and the safety of others while at work. • Report accidents, incidents and potential hazards as soon as reasonably practicable to your supervisor and record on VHIMS reporting system. • Advise your supervisor if you have an injury or illness that may affect your ability to perform the inherent requirements of your position. • Be familiar with emergency and evacuation procedures as detailed in the Emergency Procedures Manual. • Complete all Mandatory training requirements as identified and directed. • Comply with the Occupational Health and Safety Act and all SHDH O.H. & S. online Policies and Procedures.
Asset Management:	<p>Staff with asset management responsibilities are required to adhere to the Asset Management Policy and Protocols.</p>
Review:	<p>Completion of My Work Plan on a yearly basis.</p>

Previous Revision dates:	Created Feb 2025
Current:	
Managers Name:	Bina Rai
Managers Signature:	
Employees Name:	
Employees Signature:	

Version Changed: 28/01/2025	UNCONTROLLED WHEN DOWNLOADED	Prompt Doc No: SHDH0199027 v1.1
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Position Applying for:	
How did you hear about this vacancy?	<input type="checkbox"/> Current Employee <input type="checkbox"/> Word of mouth <input type="checkbox"/> Newspaper Ad <input type="checkbox"/> Radio Ad <input type="checkbox"/> Seek <input type="checkbox"/> Search engine <input type="checkbox"/> Social Media <input type="checkbox"/> SHDH website <input type="checkbox"/> Other, please specify.....

First name:		Last Name:	
Date of birth:		Country of birth:	
Postal Address:			
Contact	Phone	Email	

Are you of Aboriginal/Torres Strait Islander Origin? No Aboriginal Torres Strait Islander
(This question is voluntary)

Do you wish to be identified under this category? Yes No

Are you an Australian Citizen or Permanent Resident: Yes No Date of Grant/...../.....

If no, what is your current Visa Status – Visa type _____ Expiry date/...../.....

Place/Country of issue: _____ Issue Number: _____

Do you require sponsorship? Yes No

PLEASE ATTACH VISA DETAILS AND/OR STATUS INFORMATION WITH YOUR APPLICATION

Conditions of Employment

Employment conditions are governed by the relevant Public Sector Health Industry Awards and EBAs relevant to the position applied for:

Initial employment is subject to:

- 6 months' probationary period (*with a review at 3 months.*)
- Requirement to work any shift
- Requirement to work in any department as required

Hours of Work – Full Time Part time Casual Fixed Term

Alternatively, please state availability:

Discipline/Misconduct

Have you experienced discipline or misconduct action at any previous employment? Yes No

If **Yes**, please provide details:

Police Check & Working with Children Checks

Satisfactory Police Checks, and in some areas, Working with Children Checks are mandatory at the point of employment. It is a condition of employment that you maintain a current satisfactory Police Check and, if required, Working with Children Check.

Do you have a current Police Check?

Yes (please provide) No, but I am willing to get one if my application is successful.

Do you have a current Employee Working with Children Check?

Yes (please provide) No, but I am willing to get one if my application is successful.

Pre-existing Health & Injury Declaration

Swan Hill District Health (SHDH) is committed to achieving a safe working environment for all employees. As part of this, it is our objective to ensure potential employees are not required to work in duties that they are not able to perform safely. As part of the application process for employment with SHDH, we request you to disclose any pre-existing injury or disease which may be adversely affected by the performance of the inherent requirements of the position you have applied for – as described in the Position Description for the position.

Pursuant to S.41 (1) and (2) of the *Workplace Injury Rehabilitation and Compensation Act 2013*, you are required to disclose to SHDH any pre-existing injury or disease that you have suffered of which you are aware, and could reasonably be expected to foresee, could be affected by the nature of this proposed employment.

Failure to make a disclosure, or the making of a false or misleading disclosure, would disentitle you to compensation pursuant to the *Workplace Injury Rehabilitation and Compensation Act 2013* should you suffer any reoccurrence, aggravation, acceleration, exacerbation or deterioration of your pre-existing injury or disease arising out of, or in the course of, or due to the nature of with SHDH. SHDH will rely upon any failure to disclose in accordance with the provisions of the *Workplace Injury Rehabilitation and Compensation Act 2013* as grounds for denying compensation in accordance with S.41 (1) and (2).

Should any alteration, change or rearrangement be necessary to enable you to carry out the inherent requirements of the position, we also request that you disclose these requirements. SHDH is an equal opportunity employer and will arrange any reasonable adjustment to enable a person with a disability to perform the inherent requirements of the position and therefore compete equally with other applicants for this position. Please disclose in the place below any pre-existing injury or diseases that you suffer from, or have suffered from, which could be affected by the nature of your proposed employment with Swan Hill District Health.

Disclosure advice: - (to be completed by the applicant)

I confirm that I have read and understood the contents of the above information and state that I have disclosed all relevant information in relation to my health and physical ability to carry out the inherent requirements of this position.

Signature of applicant: _____ **Date:**/...../.....

Enquiries can be directed to: Recruitment Services P: 03 5033 9499, E: employment@shdh.org.au

The Application for Employment form is required to be submitted with the following documents:

- Covering letter in support of application
- Response to Key Selection Criteria
- Resume
- Qualification evidence or supporting documentation
- Visa Detail (if relevant)