

Position Description

Position:	Lifestyle Coordinator
Department:	Nursing
Location:	12 Easton Street Omeo, Victoria
Reports to:	Nurse Unit Manager
Classification:	As per award
Enterprise Agreement:	Victorian Public Health Sector (Health and Allied Services, Manager & Administrative Workers) Single Interest Enterprise Agreement 2021-2025
Employment Type:	Part-time

The Organisation

Omeo District Health (ODH) is a Small Rural Health Service that provides a broad range of health and support services to our local communities. These include urgent care, acute care, transition care, residential aged care, primary care, home-based care and community-based/district nursing.

Located in the East Gippsland High Country, ODH serves the Omeo and District region as the gateway to Victoria's spectacular Alpine region. The area is surrounded by national parks, mountains, rivers, and lakes, offering year-round outdoor recreation. Omeo is home to the newly opened Omeo Mountain Bike Park and is situated just 55 kilometres from Hotham Alpine Resort.

Consistent with our purpose, we aim to promote and enhance the health and wellbeing of the people of the East Gippsland High Country.

We do so by:

- Reaching out to our local rural community in the planning and delivering of our services.
- Building a highly engaged and skilled team of health care professionals and volunteers with a commitment to creating a culture of achievement and service excellence.
- Developing sustainable health care service models and ensuring that we comply with our legislative, ethical and statutory obligations.
- Investing in strategic partnerships and alliances that help achieve better service outcomes.

ODH is an equal opportunity employer and has adopted a common set of values and code of conduct that drive our everyday work:

- W** Wellbeing
- E** Empathy
- C** Compassion
- A** Accountability
- R** Respect
- E** Excellence

Our people are at the heart of our organisation regardless of role. Every day, they make a meaningful difference in the lives of our consumers and their families, reflecting our deep commitment to care and community.

Omeo District Health believes that diversity, equity, and inclusion (DEI) are essential to building a thriving workplace and a stronger, more connected community. We are committed to fostering a culture where everyone regardless of background, identity, or experience is valued, respected and empowered to contribute their best.

Department

The Nursing department of ODH has a critical role in providing quality and safe care to a range of consumers receiving acute, urgent, aged care, primary care as well as community-based services. It contributes to clinical governance systems, upholding peoples' rights to dignity, respect and autonomy and making care decisions consistent with consumer's choice, values and goals.

Position Summary

This position is responsible for the implementation and management of Omeo District Health's (ODH) Diversional Therapy program in the residential aged care facility and in doing so, shall encourage and enable residents to participate in a wide range of interests and activities and be supportive in their choice to do so.

The program will be compliant with standards set down by the Commonwealth Department of Health and Aging residential guidelines

Key Responsibilities

Professional Leadership

- Participates in annual performance review and development program
- Maintain knowledge required for the performance of the position
- Attend ODH Mandatory Education Training annually

Service Performance

Under the supervision of a registered Nurse, develop and implement a Diversional Therapy program that provides considerable interest and stimulation to the residents of ODH.

Key functions include:

- Conduct the Residents and Family meetings and prepare agenda.
- Ensure that residents' individual needs and interests are identified and where possible recognised in the activities program.
- Ensures that the activity program caters for a diverse range of interests and that they are planned, documented and implemented with input from residents and/or relatives.
- Ensures that the programs are provided in a manner that promotes integration with the community and community events.
- Facilitates the involvement of community and family in the activities program.
- Conduct the Diversional Therapy program utilising assessed information ensuring residents are suitable for participation in particular group or individual activities.
- Evaluate the effectiveness of programs provided to residents and document evaluations of these in the resident history.
- Enhance the dignity and integrity of residents by respecting values, customs and spiritual beliefs; providing for spiritual, emotional and cultural needs.
- Drive or accompany residents in a motor vehicle on an outing whilst being responsible for providing care of the residents during this period.

- Work with the allied health team (physiotherapist, occupational therapist, social worker etc) ensuring a multi-disciplinary health care approach is maintained at all times.
- Communicate effectively and work collaboratively with nursing staff to ensure the continuity and consistency of resident care.
- Liaise with volunteers and assist them to participate in the resident's daily activities.
- Assist, support relatives, friends when visiting residents if appropriate.
- Deliver the Diversional Therapy program within the standards set down by the Commonwealth Department of Health and Aging residential guidelines.
- Ensures files are updated and recorded in an accurate and appropriate manner, whilst maintaining a high standard of confidentiality.
- Attends staff meetings and provides written reports when necessary
- Plan resident calendar of events at least 1 month in advance
- Records daily data and statistics appropriate to the requirements of ODH.
- Ensures that all required government and statutory reporting requirements are met in a timely manner.
- Actively monitors and evaluates program quality and content and prepares and presents relevant statistical data as necessary.
- To work within the philosophy, guideline and policies of the hospital and the nursing division.

Customer Service

- Deliver services in alignment to ODH's mission statement and values with a strong focus and commitment to customer service and person-centre care
- Maintain an innovative approach to care, keeping abreast with best practice and actively seek new programs/care delivery models that meets community care needs and ODH strategic direction.
- Ensure care coordination and discharge planning initiatives provide continuation of quality care

Legislation, Regulations and Standards

- Comply with the requirements and compliance responsibilities of relevant legislation, regulations and standards where they directly impact on the program

Privacy, Dignity and Confidentiality

- Recognise and respect consumer right to privacy, dignity and confidentiality.
- Demonstrate a commitment to and understanding of Information Privacy Principles

Workplace Culture

- Establish positive and productive working relationships within the organisation and externally
- Model and incorporate ODH values and behaviours outlined in ODH's code of conduct into all aspects of
 - work practice and communications
- Encourage a positive workplace culture supported by respectful and non-discriminatory practices
- Maintain a co-operative and consultative approach to industrial relations matters and at all times endeavour to promote effective and harmonious working relations within the care team and externally

Infection Control

- Lead implementation of optimal infection control practices, appreciating the importance of Hand Hygiene as the single most important factor in reducing the risk of spreading infection.

Professional Development

- Maintain knowledge required for the performance of the position.
- Complete ODH Mandatory Education Training annually.

Key Selection Criteria

Essential

- Certificate 3 or 4 in Diversional Therapy / Lifestyle or leisure or equivalent or a commitment to undertake such study.
- Knowledge and ability to implement diversional and recreational programs for groups and individual residents.
- Ability to contribute to clear, concise and comprehensive program outlines for groups and individual residents, this will include sound computer skills.
- Ability to identify all program resource requirements and plan for their effective and efficient use.
- Ability to incorporate resident needs/preferences into the development of the programs.
- Ability to articulate and educate the resident, team members and significant others on the program rationale, goals, benefits and expected outcomes of the program.
- Ability to enlist the support of other disciplines and significant others that would enhance the program outcomes.
- Experience in working with and supervising volunteers.
- An understanding of the Commonwealth Department of Health and Aging accreditation standards.
- Developed oral and written communication and conflict resolution skills
- Demonstrated commitment and ability to work as a member of the health care team.
- Demonstrated knowledge and commitment to Quality Improvement
- Understanding of the role of policies and procedures within an organisation.
- Demonstrated ability to work with confidential and sensitive information.
- Willingness to undertake a Police check and Working with Children's Check (if applicable).
- Competent use of computers and Microsoft applications.
- Current driver's license.

Desirable

- Experience in providing care services to frail aged or disabled people.
- Ability to apply evidenced based practice.
- Demonstrate a knowledge of the Charter of Residents' Rights and Responsibilities and relates this to the organisation and implementation of the program.

Employment Conditions and Compliance Requirements

This position is subject to:

- Valid Australian work rights
- Compliance with vaccination and immunisation requirements in accordance with Victorian Department of Health guidelines
- Completion of mandatory training
- Ongoing compliance with infection prevention and control policies
- Participation in performance review and development processes

The employee must:

- Adhere to relevant healthcare standards including:
 - National Safety and Quality Health Service (NSQHS) Standards
 - RACGP Standards (where applicable)
- Participate in risk management and quality improvement systems
- Use incident reporting systems (e.g. Riskman) as required

Workplace Culture and Professional Conduct

Employees are expected to:

- Promote a respectful, inclusive and positive workplace culture
- Uphold patient dignity, confidentiality and rights
- Work collaboratively within multidisciplinary teams
- Demonstrate professionalism, reliability and accountability
- Contribute to continuous improvement and service excellence

Job Analysis: Identification and Physical and Psychosocial Hazards

Under Occupational Health and Safety, potential risks associated with this position are detailed below. Employee familiarity and compliance with emergency procedure codes apply to all areas of the organisation.

Physical Hazards Analysis

Hazard Type	Examples in Role	Potential Risks	Control Measures
Prolonged Sitting	Computer work, reporting, conducting sitting based activities	Eye strain, neck and back discomfort	Ergonomic workstation, taking regular breaks
Slips, trips, falls	Moving through corridors, outside, gardens and excursions	Minor injuries from falls	Appropriate footwear, hazard awareness, prompt reporting of hazards
Manual Handling	Bending and stretching in activities, moving files or containers	Minor musculoskeletal strain	Safe manual handling techniques

Psychosocial Hazards Analysis

Hazard Type	Examples in Role	Potential Risks	Control Measures
Workplace Relationships	Compliance activities for leisure activities	Interpersonal tension, frustration	Clear communication, escalation pathways
Exposure to sensitive information	Documenting in resident files	Emotional strain	Access to EAP, support from manager

Performance Evaluation and Review

Performance will be reviewed following completion of the probationary period and thereafter through the annual performance development review process, with assessment against agreed key performance indicators and organisational values.

I,

Agree to undertake the duties as specified in the position description and accept the appointment in accordance with the responsibilities stated above. My signature acknowledges confirmation of the terms and conditions offered.

As an occupant of this position, I have noted this statement of duties and agree to perform the duties indicated and observe all requirements of the organisation's policies and procedures.

Signature: _____

Date:/...../.....