

POSITION DESCRIPTION

ON LUCK CHINESE NURSING HOME

LEISURE & LIFESTYLE ASSISTANT

At Chinese Community Social Services Centre Limited (CCSSC), we are committed to the provision of professional welfare services and quality aged care for members of the Chinese-Victorian community. We achieve our mission by attracting and retaining the best staff.

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

Basis of Employment: Full-time, Part-time, and Casual

Responsible for: Planning, implementing, and evaluating individualized and group leisure and lifestyle programs at On Luck Chinese Nursing Home. This includes identifying residents' needs and preferences, collaborating with clinical and community teams, maintaining accurate documentation, and supporting activities that enhance residents' quality of life, social engagement, and overall well-being.

Position Context and Objectives:

The purpose of the role is to:

- Enhance residents' physical, emotional, and social well-being through tailored leisure and lifestyle programs.
 - Support a person-centered care approach by fostering meaningful engagement and maintaining residents' connection with the community.
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KEY RESPONSIBILITIES AND DUTIES:

1. Specific Responsibilities related to Leisure & Lifestyle Assistant

- 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 Limited (CCSSC) and On Luck Chinese Nursing Home.
 - 1.10 To prepare the publication of the Nursing Home's Newsletters.

2. General Duties

- 2.1 Ensure compliance with the mission and vision of CCSSC and On Luck Chinese Nursing Home.
- 2.2 Ensure compliance with statutory regulations, including the Aged Care Quality Standards.
- 2.3 Be empathetic and compassionate towards residents at all times.
- 2.4 Ensure residents' safety during lifestyle and leisure programs/activities.
- 2.5 Be able to work independently with minimal supervision.
- 2.6 Always maintain a pleasant and courteous manner when interacting with residents, families, and colleagues.
- 2.7 Foster effective teamwork and maintain positive working relationships with colleagues.
- 2.8 Use supplies in a way that is economical and mindful of costs.
- 2.9 Respect and uphold confidentiality at all times.
- 2.10 Attend meetings as required and stay engaged with team discussions.
- 2.11 Report any accidents/incidents involving residents or staff to the Department Head or Line Manager immediately.
- 2.12 Follow all reasonable lawful directions and instructions from the Employer or supervisor.
- 2.13 Encourage resident participation and feedback to improve the quality of activities and programs.

3. Infection Control

- 3.1 Ensure strict compliance with Infection Control Standards.
- 3.2 Adhere to the principles of Universal Precautions to minimize the risk of infection.

- 3.3 Follow proper cleaning and sanitizing protocols for all equipment and areas used during activities.

4. Education and Training

- 4.1 Continuously update your knowledge and skills to stay current in the field.
- 4.2 Actively participate in ongoing education programs at the nursing home.
- 4.3 Complete all mandatory training (Manual Handling, Fire Safety, Fire Evacuation/Drills) on an annual basis.
- 4.4 Engage in additional professional development opportunities relevant to the role.

5. Occupational Health and Safety

- 5.1 Maintain a safe and healthy work environment that is free from risk to residents and staff.
- 5.2 Take responsibility for your own health and safety and ensure the health and safety of others who may be affected by your actions or omissions at work.
- 5.3 Understand and follow the Occupational Health and Safety (OH&S) legislation and procedures.
- 5.4 Ensure that a clean, safe, and comfortable environment is maintained for all residents at all times.
- 5.5 Participate in the preventive maintenance program to ensure equipment is in good working condition.
- 5.6 Wear non-slippery, comfortable shoes while working to prevent accidents.
- 5.7 Use correct lifting techniques and follow residents' care plans when assisting with lifting or transferring residents.
- 5.8 Check the condition of lifting equipment before use to ensure it is safe.
- 5.9 Inform residents and give them clear instructions prior to any procedures or activities.
- 5.10 Possess a thorough understanding of Occupational Health and Safety procedures.
- 5.11 Never leave residents unattended during activities.
- 5.12 Ensure floors are not slippery before engaging in exercises or activities with residents.
- 5.13 Make sure that residents are properly positioned and supported during activities to avoid strain or injury.
- 5.14 Report hazards, accidents, or incidents involving residents or staff as soon as they occur.
- 5.15 Cooperate with the Human Resources Department to follow the organization's return-to-work policies, as needed.
- 5.16 Participate in regular safety checks and report any maintenance needs immediately.

6. 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 and the Health Record Act.

7. Equal Employment Opportunity

You agree to adhere to the Equal Employment Opportunity policies and practices of the Health Service. Discriminatory practices, including sexual harassment, are unlawful. The Health Service 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.

8. 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.

9. Quality Assurance

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

9.2 Report any relevant problems or concerns for continuous improvement to CEO / COO.

9.3 Participate in team and management meetings.

SKILLS & EXPERIENCE

Qualification:

- Certificate III in Aged Care / Individual Support
- Certificate IV in Community Services (Leisure & Lifestyle) is an advantage.
- Must have a valid Police Check or be willing to undergo one.

Experience:

Essential:

- Experience in residential aged care facility, in particular Dementia specific experience.
- Hold a current driving license.
- Good writing skill in Chinese and English.
- Possess a pleasant and courteous demeanour with exceptional interpersonal and communication skills.
- Good customer service skills, including consulting with residents to understand their needs, likes and dislikes.
- Demonstrated ability in conflict resolution and negotiation.
- Excel as a team player.
- Capable of working within budgetary guidelines.
- Flexible in work approach.

Desirable

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

PERFORMANCE APPRAISAL

The Leisure & Lifestyle Assistant’s performance shall be evaluated by the Director of Nursing (DON) and/or delegate at three months, six months service and at the conclusions of 12 months service and thereafter each subsequent 24 months, on termination of service and/or on request.

CCSSC’s policy is that concerns over skill and performance of employees are addressed, wherever possible, through a performance appraisal, which is not related to the Disciplinary Procedure.

Note: Statements in this position description are intended to reflect, in general, the duties and responsibilities of the position and are not to be interpreted as being all-inclusive.

AVAILABLE ASSISTANCE

The following assistance will be available to aid in meeting the physical requirements, however assistance is not limited to this list.

- Orientation program on commencement
- Ongoing education and training
- Policies, Procedures and Guidelines for duties
- Legislative Requirements for duties
- Maintenance system to ensure the duties are performed within the Policies, Procedures and Guidelines
- Equipment to be maintained in a safe and functional manner

AUTHORISATION

Authorised by:
Chief Operating Officer

Date: March 2025

Please initial

Authorisation
Initials
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EMPLOYEE POSITION DECLARATION

Ihave read and understand the Position Description and Physical Requirements and agree that I have the physical ability to fulfil this position and in fulfilling the Key Responsibility Areas. I understand that the information provided is a general outline and may not encompass every aspect of the position.

I have initialled the top right-hand corner of each page as confirmation of reading and understanding the position and physical requirements.

I understand that this is separate to the Employment Contract that I will sign/have signed*, outlining the Employment Details.

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Signature

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Date

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Line Manager's Signature

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Date

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Line Manager's Name

*Delete as necessary