Staff Position Description:

**Position Title:**

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| **Title** | **Manager Wellness, Lifestyle and Leisure Program** |
| **Award Classification** | Health Professional: Diversional Therapist Level 2 - 3 (Years 1- 5)  |
| **Version** | 1 | **Date** | 6th January 2021 |
| **Award & EBA** | As per FINLEY REGIONAL CARE, NSWNMA AND HSU NSW ENTERPRISE AGREEMENT 2017 – 2020 (carried over) |
| **Organisation** | Finley Regional Care | **Department** | Executive |
| **Reporting to** | Executive Director of Operations  |
| **Purpose of the Position** | The Manager Wellness, Lifestyle and Leisure Program (W.L.L.P) at Finley Regional Care shall develop a comprehensive program and lead a cohesive team in the provision of that program in line with our Vision, Mission and Values Statement. This position is key to encouraging our consumers to retain and improve meaning and purpose in their lives. |
| **Essential Criteria** | * Hold a Bachelor, Diploma, Associate Diploma or Certificate qualification (or working towards same) of relevant health science i.e. RN, EN, Allied Health, CSE, Leisure, Recreation or Lifestyle.
* Demonstrated ability to manage and lead small teams with a focus on quality improvement.
* Demonstrated ability to develop, coordinate and provide group and individual leisure, lifestyle, and recreational activities
* Demonstrated ability to develop and manage budgets for the W.L.L. program
* Demonstrated knowledge and experience in compliance with the Aged Care Quality Standards
* Demonstrated participation and contribution to meeting Aged Care Accreditation
* Demonstrated understanding and ability to communicate effectively with all stakeholders using multiple strategies
* Demonstrate precise and effective documentation
* Demonstrated working knowledge of Workplace Health and Safety legislation & issues
* Possess a current non-restricted driver’s license (The role drives our small bus transport as permitted under the general car license)
* Possess a current first aid certificate
* Possess a current criminal record / police check (No more than 3 months old)
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| **Desirable Criteria** | * Current Food Handlers Training and Certificate (including
* Knowledge and understanding of aged care legislative requirements
* Knowledge of health issues relevant to the elderly
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| **Charter of Aged Care Rights** | * Provide care and services to all Consumers that is always consistent with the Charter of Aged Care Rights
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| **Finley Regional Care Vision Statement** | * Provide care and services that is always aligned to the Vision Statement:

**OUR VISSION STATEMENT** “Continually Striving for Excellence in Caring for our Community” |
| **Finley Regional Care Mission Statements** | * Provide care and services that is always aligned to the Mission statement:

**OUR MISSION STATEMENT** “Finley Regional Care is a Community Managed Not-for-Profit organisation. We pride ourselves on our unique range of services. We embrace a high standard of quality care that is person centred, progressive and comprehensive through the lives of the individual, family and community.” |
| **Finley Regional Care Values**  | * Provide care and services that is always aligned to the Values

**OUR VALUES** “Teamwork, Positive, Acceptance, Dedication, Respect”  |
| **Liaises with internally** | * Executive Team
* Nursing and Care Staff
* Administration Staff
* Consumers – Residential, Home Care, Retirement Village
* Medical Professionals
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| **Liaises with externally** | * Community Members
* Family Members
* Service Providers
* Consultants
* General Public
* Auxiliary and other Ancillary groups
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| **Key Performance Criteria** |
| **Program and Service Delivery** | * Initiate, develop, facilitate, and advise of appropriate group and individual programs for consumers on an ongoing basis.
* Re-assess consumers response to therapies on a 3-monthly basis (or earlier if required) and modify therapies accordingly.
* Ensure accurate and timely consumer documentation is maintained regarding participation in group and individual programs.
* In conjunction with Administration and the Executive Director of Operations organise the Monthly Resident & Representative meetings. This includes attendance and providing the monthly report to all Consumer at the meetings.
* Maintain up to date knowledge of all relevant legislative requirements which effect Diversional Therapy practice.
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| **Accreditation** | * Support Finley Regional Cares compliance with Aged Care Quality Standards and meeting Accreditation requirements as it pertains to the W.L.L.P. and the specific Standard 4 “Services and Supports for Daily Living” and other associated standards at all times.
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| **Communication** | * Develop and maintain professional relationships with Consumers, their families and visitors, contractors and other health professionals and internal staff ensuring high satisfaction in services is maintained
* Hold and chair all W.L.L.P. team meetings.
* Attend and actively participate in all Executive Management Team meetings
* Ensure all documentation and/or verbal communication provided is accurate and delivered with set deadlines and presented in a professional manner
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| **Quality and Continuous Improvement** | * Develop with the Quality Officer relevant Audits and Quality Activities for the program to regularly review and improve the service.
* Ensure required qualifications, registrations and accreditations are maintained and updated
* Adhere to accreditation standards at all times.
* Actively be involved in assisting and implementing accreditation standards and improvements at all times.
* Completion of the Audits as required in the time frame established
* Provide accurate and timely feedback (24 Hours) in regards to suggestions for improvement and/or complaints.
* Attend all of the organisations mandatory training programs
* Seek regular feedback from Consumers in regards to W.L.L.P. as per the audit schedule and act on agreed improvements.
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| **Professionalism** | * Ensure all consumer and family personal information is kept confidential
* Maintain clear lines of communication with colleagues, other health professionals, contractors and consumers at all times
* Comply with the organisations uniform and conduct policies
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| **Workplace Health & Safety** | * Contribute to and maintain a positive safe workplace by:
	+ Attending Workplace Health & Safety training
	+ Maintain competencies in regards to emergency situations
	+ Ensure that all reasonable steps are taken to protect personal safety at work at all times
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| **For the Workplace** | * Manage the W.L.L.P. team with the support of the Executive to meet unit goals and objectives
* Adhere to human resources policies including anti-discrimination, harassment, and victimisation policies.
* Adhere to workplace health and safety policies and proactively contribute in maintaining a safe and clean work environment.
* Display a positive attitude and be an active member of the team.
* Treat others with respect
* Supervise the Volunteer Coordinator, and help run and enhance the volunteer program.
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| **For the Job** | * Assess the needs, preferences, and capabilities of all consumers in regards to activity programs.
* Plan and implement weekly / monthly activities programs, outings, and special events with other activity staff relevant to the consumer’s needs.
* Always respect and maintain consumers confidentiality and privacy
* Contribute to consumer care as part of a multi-skilled team and maintain effective communication with medical, nursing, allied health and other staff and volunteers.
* Assistance in the preparation of food, including cooking and or preparation of light refreshments under the programs aim.
* Collaborate with W.L.L.P team to facilitate and maintain consumers personal shopping, errands, or other similar life skills
* Escort and or transportation of consumers as needed
* Maintain harmonious relationships with all colleagues, consumers and their families, visitors and visiting health professionals.
* Support change initiatives introduced by the Executive Team.
* Maintain accurate and timely consumer documentation in regard to their participation in activities, and individual programs.
* Maintain professional standards of documentation encompassing clinical, legal and funding requirements.
* Maintain own record of training.
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I hereby understand the requirements of the position and will fulfil the obligations required of the tasks, responsibilities and needs of Finley Regional Care.

I agree that I will provide care and services to all consumers that is consistent with the Charter of Aged Care Rights.

I also agree that I will provide care and services that is always aligned to the Vision and Mission Statements of Finley Regional Care.

Name Date

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Reviewed** | **Position** | **Date** |
| **By** | Executive Director of Operations | 6/1/2021 |
| **Approved**  | Executive Director of Operations | 6/1/2021 |

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| **Instruction for Managers** |  | **Instruction for Staff** |
| 1. Give a copy of Position Description with letter of offer.2. Copy signed Position Description for the Staff Member.3. Update the Staff File Manager.4. Place the signed copy on the staff file. |  | 1. Read the Position Description carefully.2. Ask if you need any information clarified.3. Keep a copy for you to use at work.4. This may change with the Business. 5. Keep the Manager informed if changes occur. |