1. POSITION IDENTIFICATION

<table>
<thead>
<tr>
<th>Title</th>
<th>Diversional Therapist</th>
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<tbody>
<tr>
<td>Functional Area</td>
<td>Lifestyle</td>
</tr>
<tr>
<td>Reports to</td>
<td>Lifestyle/Life Enrichment Coordinator</td>
</tr>
<tr>
<td>Employment Status</td>
<td></td>
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<tr>
<td></td>
<td>Permanent [ ]</td>
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<tr>
<td></td>
<td>Part-Time [ ]</td>
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<td></td>
<td>Casual [ ]</td>
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<tr>
<td>Terms of Employment</td>
<td>Health and Allied Services Award</td>
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<tr>
<td>Hours of Duty</td>
<td>Part-Time – 3 days per week</td>
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2. POSITION OBJECTIVE

To enhance the quality of life, choice and opportunities for residents and work collaboratively and innovatively with the lifestyle/activities team, volunteers, family members, as well as relevant professional bodies in order to achieve best practice in diversional therapy.

3. COMPETENCIES REQUIRED

To work closely with the lifestyle department under the guidance of the Lifestyle/Life Enrichment Coordinator in planning and delivering an engaging and dynamic lifestyle program for Emmy Monash Aged Care.

Knowledge and Skills

Maintains accurate and comprehensive knowledge of relevant laws, Acts, regulations, standards and guidelines that affect the Activities & Volunteers Program and Aged Care industries, and incorporates them into all aspects of practice, including:

- Standards and Guidelines for Residential Aged Care Services;
- Occupational Health and Safety legislation.

Maintains and updates knowledge base to ensure safe practice and effective performance in the workplace.

Understands and protects the rights and needs of the residents.

Understands and protects the rights and responsibilities of staff & volunteers.

Program Development, Implementation and Training

Assists in the positive promotion of the organisation and its services in all contacts with the community and stakeholders.

Enhances the Home’s understanding and acceptance of the needs of our seniors and their families and carers.

Promotes and provides diversional therapy programs as required.

Contributes new ideas/programs according to continuous improvement objectives.

Assists in the development and maintenance of resource information.

Establishes links, collaborating and developing close working relationships with both internal and external key stakeholders.

Provides social, spiritual, cultural support to maintain/enhance the quality of life for residents.

Undertakes other duties as required.

Documents and reports by exception in the progress notes, including the evaluation of Lifestyle programs.
Position Description: Diversional Therapist

**Teamwork**
- Works collaboratively with the Lifestyle team under the guidance of the Lifestyle/Life Enrichment Coordinator
- Works effectively as part of the team and cooperates across departments as well as within own lifestyle team
- Communicates effectively with all staff, ensuring openness and transparency
- Encourages supportive collegiate environment and discourages behaviours that negatively impact on staff morale
- Operates in a manner that is consistent with the organization code of conduct
- Contributes to harmonious working relationships within the team

**Communication**
- Ensures the dissemination of information to all relevant stakeholders within Emmy Monash
- Ensures communication is effective between staff members
- Maintains effective communication between residents and their relatives
- Communicates well with, relates to and sees issues from the perspective of people from a diverse range of cultures and backgrounds
- Takes responsibility for correcting problems promptly.

**Continuous Improvement**
- Participates in the review of procedures that aim for ‘best’ practice.
- Consistently follows organisational and service policies and procedures.
- Reads and understands new and revised Lifestyle services and organisational policies and procedures as distributed.
- Contributes to the maintenance of the OHS program.

**Job Duties**

**Mental Requirements**
The duties include a variety of situations where stress may be involved, such as, dealing with residents who are cognitively and physically impaired and dealing with residents who suffer from post-traumatic stress and the like.

**Physical Requirements**
Duties include the following tasks:
- Bending, lifting, twisting and turning, requiring the use of the neck, back, shoulders, arms, wrists, hands, hips, legs and knees. Kneeling and crawling may also be required with some tasks.
- Be competent / trained in driving a commuter bus.
- Full driver’s license and willing to assist in the running of a weekly bus outing scheduled.

<table>
<thead>
<tr>
<th>4. KEY PERFORMANCE OBJECTIVES</th>
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<tr>
<td><strong>Key Selection Criteria</strong></td>
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<td><strong>Key Performance Indicator</strong></td>
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<td><strong>Extensive knowledge and experience in coordination of activities of residents in aged care with dementia &amp; high dependency needs and of volunteers in aged care.</strong></td>
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<td><strong>Ability to utilise volunteers for enhancement of resident life style. Demonstrated ability to work cooperatively as a member of a multidisciplinary team to achieve shared objectives.</strong></td>
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<td><strong>Increased ongoing networking and relationships with professional bodies.</strong></td>
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</table>
Position Description: Diversional Therapist

Knowledge of the cultural diversity & religious needs of older Jewish people.

Excellent interpersonal & communication skills.

Functional knowledge of accreditation standards, laws, Acts etc that affect the Activities Program and Aged Care industries.

Effective training of staff/volunteers in strategies for residents with dementia and high dependency needs.

Effective collaboration with lifestyle team and Lifestyle/Life Enrichment Coordinator.

Appraisal: Within 3 months, and prior to the conclusion of a 6 month probationary period, and then on an on-going basis, with a formal annual system of performance appraisal based on key performance indicators and performance objectives.

5. PERSON SPECIFICATION
QUALIFICATIONS / KNOWLEDGE / EXPERIENCE

Qualifications, Knowledge, Skills & Experience - Desirable:
Previous experience working in a Lifestyle Program in a residential aged care setting.
Experience in psycho-geriatric care.
Experience in working with people with dementia, high dependency needs, carers and families
Experience in program coordination, planning and providing a lifestyle program
Certificate IV in Training and Assessment
Experience in psycho-geriatric care in Lifestyle programs

Knowledge, Skills & Experience (Essential):
Relevant qualifications in an accredited course in diversional therapy
Minimum 12 months experience in the provision of Aged Care
Demonstrated effectiveness of interpersonal and communication skills
Demonstrated effectiveness in meeting organizational key performance indicators
Diploma in Diversional Therapy

6. ORGANISATIONAL RELATIONSHIPS / AUTHORITY

Reports to: Lifestyle/Life Enrichment Coordinator

7. WORK, HEALTH & SAFETY

Employees are responsible and accountable for:
- Compliance with workplace policies and procedures for risk identification, risk assessment and risk control
- Active participation in activities associated with the management of workplace health and safety
- Identification and reporting of health and safety risks, accidents, incidents, injuries and property damage at the workplace
- Correct utilisation of appropriate personal protective equipment
Position Description: Diversional Therapist

ACKNOWLEDGEMENT

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

I have read, understood and accept the above position description

| Employee’s Name: |  |
| Signature: |  |
| Date: |  |

| Direct Manager’s Name: |  |
| Signature: |  |
| Date: |  |