



POSITION DESCRIPTION

1. POSITION IDENTIFICATION

Title	Recreation Assistant
Functional Area	Culture, Community and Wellbeing
Reports to	Culture & Wellbeing Coordinator
Employment Status	Permanent <input type="checkbox"/> Part-Time <input type="checkbox"/> Casual <input type="checkbox"/>
Terms of Employment	Emmy Monash Aged Care Health and Allied Services Enterprise Agreement
Hours of Duty	As required and rostered

2. POSITION OBJECTIVE

The Recreation Assistant is part of the Lifestyle team, with responsibility to support the delivery of a person centered life enriching Lifestyle program, using a strength based best practice approach, to meet our resident's needs across the spectrum of recreation, culture and wellbeing.

The Recreation Assistant is primarily responsible for delivering Recreation activities in the Lifestyle Program. Recreation programs are programs designed to support, challenge and enhance the physical, psychological, social, and emotional wellbeing of our residents. Examples of Recreation Programs include, but are not limited to pursuits and hobbies such as crafts, gardening, photography, baking and cooking, games, social connections and computer skills.

The Recreation Assistant may also deliver programs in Culture & Art and Wellbeing as required.

3. RESPONSIBILITIES

<p>Program Planning and Delivery</p>	<ul style="list-style-type: none"> • Sets up, organises and delivers programs to residents, in group and individual settings, onsite and offsite, in compliance with Culture, Community and Wellbeing Program Checklists <ul style="list-style-type: none"> ○ Group session ○ Group session, Volunteer Facilitator ○ Individual session
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	<ul style="list-style-type: none"> ○ Individual session, Volunteer Facilitator ○ Offsite Program <ul style="list-style-type: none"> • Under direction of Lifestyle Coordinator, ensures the effective, set up, access, catering and delivery of the program. • At the end of program ensures venue is returned to its original state and residents are safely escorted back to their rooms • Supervises external resident outings as required, ensuring residents are safely secured and transported in the bus, in compliance with mobility requirements as documented in Care Plans • Porters residents to and from internal events as required, in compliance with mobility requirements as documented in Care Plans
Documentation	<ul style="list-style-type: none"> • With a person- centred approach, under the direction of the Lifestyle Coordinator assists with identifying and documenting resident lifestyle needs using electronic assessment and care plan tools and documents in Icare. • Documents programs, attendance lists and updates resident care plans and other documentation as required in ICare to comply with Aged Care Standards and Emmy Monash Policies and Procedures • Prepares reports and reviews as requested by Lifestyle Coordinator
Assistance with daily living tasks	<ul style="list-style-type: none"> • Assists with meals, morning teas, high holidays and special events
Supervision of Volunteers	<ul style="list-style-type: none"> • Inducts , supports and supervises volunteers as required, providing direction and support in their allocated roles • Reports any issue arising, relevant information regarding Volunteers to Lifestyle Coordinator and/or Volunteer Coordinator

The following competencies are required for this position:

4. COMPETENCIES	
Communication	Demonstrated high level understanding of and highly developed communication skills in dealing with residents affected by sensory deficits, cognitive impairments,

	<p>behavioral and language needs;</p> <p>Demonstrated high level ability to respectfully communicate with fellow staff members, volunteers and family members verbally and via email, in compliance with Emmy Monash Privacy Policy, Bullying & Harassment Policy and Employee Code of Conduct;</p> <p>Demonstrated high level skills in written and electronic communication</p>
Team work	<p>Demonstrated ability to work effectively, energetically and diligently as a team-member with staff and volunteers within the Culture, Community and Wellbeing department providing support as required;</p> <p>Demonstrated ability to work effectively with staff from other program areas and as part of the multi-disciplinary team;</p> <p>Attends and participates in team meetings and Committees as required e.g. WH&S;</p>
Customer Service	<p>Demonstrated commitment to ensuring residents enjoy an individualised program in line with their needs, wants and interests as documented in their Care Plans;</p> <p>Demonstrated commitment to respects resident wishes and makes residents feel welcome and at home and motivated to enhance their quality of life at Emmy Monash;</p> <p>Demonstrated skills in communicating with family members as well as other service area staff in relation to the lifestyle wants and needs of the care recipients;</p> <p>Demonstrated prompt attention to reporting resident and family issues arising to Lifestyle Coordinator for prompt resolution;</p>
Self Management & Professional Development	<p>Demonstrated commitment to undertaking training and professional development to ensure skills and knowledge are current and best practice and to ensure safe practice and effective performance in the workplace;</p> <p>Demonstrated commitment to maintaining accurate and comprehensive knowledge of relevant laws, Acts, regulations, standards and guidelines that affect the catering and Aged Care industries, and incorporating them into all aspects of practice, including: Standards and Guidelines for Residential Aged Care Services, Food Handling and Hygiene Guidelines, Occupational Health and Safety;</p> <p>Demonstrated positive attitude to the agreed role and responsibilities of the position;</p>
Planning and organising	<p>Demonstrated commitment to ensuring the delivery of effective programs in line with resident needs and Lifestyle Program requirements;</p> <p>Demonstrated ability to work flexibility and to adapt to changing needs;</p>
Problem Solving	<p>Reports incidents , Complaints/Opportunity for Improvement from stakeholders to Lifestyle Coordinator for resolution;</p>

<p>Continuous Improvement</p>	<p>Actively participates in providing input into the development , implementation and review of work practices in the Culture, Community and Wellbeing Program ;</p> <p>Demonstrated commitment to Risk Management and Quality Improvement processes;</p> <p>Actively participates in the review of procedures that aim for 'best' practice;</p> <p>Consistently follows organisational and service policies and procedures;</p> <p>Reads and understands new and revised Community, Culture and Wellbeing and organisational policies and procedures as distributed;</p>
<p>Infection Control</p>	<p>Actively commits to following infection control Policies and procedures and completing any training in this regard</p>
<p>Manual Handling</p>	<p>Actively commits to following all manual handling policies and procedures and completing any training in this regard in line with the NO Lift and OH&S requirements</p>
<p>Computer Skills</p>	<p>Demonstrated basic level proficiency in the use of Microsoft Office;</p> <p>Demonstrated basic level proficiency in the use of Outlook, including email and calendars;</p> <p>Demonstrated proficiency in the use of ICare;</p>
<p>Job Duties</p>	<p>Mental Requirements</p> <p>The duties include a variety of situations where stress may be involved, such as, dealing with care recipients who are cognitively and physically impaired and dealing with care recipients who suffer from post-traumatic stress, Holocaust Survivor issues</p> <p>Physical Requirements</p> <p>The duties include a variety of situations where manual handling is involved. In line with the No Lift Policy and the physiotherapy instruction, there will be the requirement to accompany / assist with the mobility (walking) and / or transfer from sitting to standing, or from the bed to the chair or chair to chair. Pushing residents in wheelchairs to access indoor and outdoor programs is also required.</p> <p>Assisting residents on and off the bus is required. Duties include the following tasks:</p> <p>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;</p> <p>Discretion & Confidentiality</p>

	<p>Discretion and confidentiality exercised when interacting with family members and care recipients;</p> <p>An empathetic attitude towards the care recipients and families while understanding professional boundaries;</p>
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5. PERSON SPECIFICATION QUALIFICATIONS/KNOWLEDGE/EXPERIENCE

Essential: Qualifications, Knowledge, Skills & Experience

Certificate IV in Leisure and Health

Approved Certificate in Dementia

Demonstrated experience to deliver recreation programs in group and individual settings

Demonstrated experience utilising AV technology and equipment

Good computer skills and documentation of professional practice & client care using a computer package such as ICare

Excellent communication and interpersonal skills

Demonstrated experience in a team environment

Respect of and desire to work with seniors in the Jewish community

Police Check and Working with Children Check

Desirable: Qualifications, Knowledge, Skills & Experience

Bachelor of Teaching, Diversional Therapist, Bachelor Degree in Allied Health or equivalent

Previous experience working in Leisure Activities in a residential aged care setting

Experience working with adults living with dementia

An understanding of Resident Rights, Aged Care Accreditation Standards and Outcomes

A current First Aid Certificate

Ability to communicate in community languages e.g. Yiddish, Hebrew etc;

Current Drivers Licence and competency to drive Bus

Membership of Diversional Therapy Australia



6. OCCUPATIONAL HEALTH AND 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;
- Compliance with bus policies and procedures

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:

Direct Manager's
Name:

Signature:

Signature:

Date:

Date: