



POSITION DESCRIPTION

POSITION:	Lifestyle Assistant
REPORTS TO:	Lifestyle Coordinator
POSITION SUMMARY:	The Lifestyle Assistant will provide Leisure and Lifestyle functions of Princes Court Homes.
CONDITIONS:	Princes Court Ltd (trading as Princes Court Homes Hostel) ANMF and HSU Enterprise Agreement 2017
FACILITY PROFILE:	Princes Court Homes is a community-owned aged care provider with an establishment of 100 bed facility for aged persons in a residential setting, including a dementia specific area and two respite rooms.

QUALIFICATION:	Leisure and lifestyle qualifications desirable Certificate III Individual Support desirable
ESSENTIAL KEY SELECTION CRITERIA:	<ul style="list-style-type: none"> • Highly motivated with a positive attitude and excellent communication skills together with flexibility. • Current National Police Certificate available for review. • Proven interest in working with the aged and other clients in achieving the best life outcomes for them through the provision of leisure and lifestyle support. • Ability to work autonomously including being able to take direction and work within a team environment to prioritise tasks. • Well-developed literary skills and technology skills desirable. • Demonstrated ability in effective time management, problem solving and communication. • Proven organisational abilities. • High degree of reliability and punctuality • Willingness to participate in continuing education for self
DESIRABLE KEY SELECTION CRITERIA:	<ul style="list-style-type: none"> • Experience within the age care or health care industry. • Inter-personal skills that enable a close working relationship with staff at all levels. • Ability to liaise with various internal and external providers to ensure deadlines are met. • A willingness to undertake additional tasks in keeping with the growth of the department.

KEY PERFORMANCE CRITERIA:

LEADERSHIP

- **Supports Vision and Mission Statements** – demonstrates the ability to support the image of the Homes and to embrace changes that enable vision.
- **Values and goals** – demonstrates alignment of values and goals with those of the organisation.
- **Demonstrates accountability and integrity** – acts with integrity and is accountable for outcomes contributing to the reputation and success of the organisation. Maintains the utmost discretion in regard to residents including financial, health and lifestyle information.
- **Problem solving and adaptability** – within the boundaries of legislation and in consultation with residents and their significant others, colleagues, and other health professionals is able to find satisfactory outcome for resident and organisational needs.

CUSTOMER SERVICE

- Maintains good customer relations with staff, visitors, residents and their significant others.
- Demonstrates a professional and positive behaviour and upholds the code of conduct.
- Ensure that concerns are addressed in a timely manner, and conducted professionally.
- Aware of inter-cultural, emotional and individual sexual preference needs.
- Presents a good public image and illustrates tolerance, warmth and understanding.
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TECHNICAL SKILLS AND APPLICATION

- Possess a understanding of basic financial and time management skills
- Ability to make travel arrangements, bookings and assist with special events and activities including, liaison with external organisations regarding trips and resident attendance at community events.

PERSONAL AND PROFESSIONAL DEVELOPMENT

- Continually develops both personally and professionally to meet the changing needs of the organisation, career and industry.
- Attends all compulsory training sessions provided by the Homes.
- Actively participates in the staff appraisals and development review process
- Evaluates own performance to identify strengths and opportunities where professional development can occur.

TEAMWORK AND COMMUNICATION

- Demonstrates a willingness to work positively within a team to achieve team goals.
- Demonstrates and practices effective verbal, non-verbal and written communication skills and actively develops good listening skills.
- Maintains effective systems and processes.

CONTINUOUS IMPROVEMENT

- Demonstrates a commitment to quality improvement and shows a willingness to participate in quality projects and tasks.
- Complies with all policies and procedures relevant to this position to ensure the effective and safe operation of the facility and the welfare and interests of all residents and employees.

CONFIDENTIALITY

It is a requirement of this position that the utmost discretion is required in regard to the personal affairs of residents including financial, health and lifestyle information. This includes the exercise of caution in casual conversation within or outside Princes Court Homes and any use of Social Media.

PERFORMANCE APPRAISAL

Initial review to be taken after six months employment, then every twelve months. Criteria for this appraisal will be based directly on this Position Description, the policies and procedures practiced at Princes Court Homes and the appropriate requirements contained in the Residential Care Manual

LEVEL OF DELEGATED AUTHORITY

The Lifestyle Assistant will only have authority to act within the limits of this position description providing the actions of the incumbent:

- Do not incur unauthorised expenditure;
- Do not contravene policies and procedures which apply throughout the organisation;
- Do not infer or acknowledge possible causes or liabilities to the detriment of the organisation or are likely to harm or otherwise affect its public image;
- Are not in contravention of the relevant conditions of employment;
- Do not breach the confidentiality nature of the work of the organisation.

OCCUPATIONAL HEALTH AND SAFETY LEGISLATION

The following physical activities may be required to meet the obligations of this position:

- Sitting
- Twisting
- Pulling
- Squatting
- Pushing
- Bending
- Walking distances on concrete
- Keyboard work

As the above list may not be conclusive, it is the responsibility of all staff employed by Princes Court Homes to follow all risk control strategies and be responsive to potential hazards when completing duties within this position.

SPECIAL NOTE

The above statements are intended to describe the general nature and level of work being performed by people assigned to this role. They are not intended to be an exhaustive list of all responsibilities, duties and skills required to perform the role

KEY POSITIONAL RESPONSIBILITIES:

- Provide entertainment and engagement opportunities for residents
- Maintain resources for the department, including craft supplies, sporting equipment, resident shop and the library.
- Identify research and implement new activities, programs and events for the benefit of residents.
- Receive incoming mail for residents and lifestyle department, including delivery to residents daily (on rostered days).
- Organisation of resident's lifestyle assessments and reviews through calendar management.
- Assist residents with arranging their medical appointments, including booking transport and arranging someone to attend with them
- Support the Lifestyle Coordinator in the management of the volunteer team.
- Support the Lifestyle Coordinator in the management of the community visitor's scheme.
- Maintain electronic filing systems.
- Assist the Lifestyle Coordinator in managing school groups and other registered training organisations.

RESPONSIBILITY:

RESPONSIBLE MANAGER(S):	Lifestyle Coordinator
POSITION DESCRIPTION ADMINISTRATOR:	Administration Supervisor
APPROVED BY (POSITION):	Chief Executive Officer
APPROVAL SIGNATURE:	
APPROVAL DATE:	

DOCUMENT CONTROL:

ASSIGNED REVIEW PERIOD:	3 Yearly
DATE OF NEXT REVIEW:	9/9/2025

I have read my job description and understand my role and responsibilities

Name: _____ Signature: _____

Date: _____