

# *Lilliane Brady Village*

<b>POSITION SPECIFICATION AND DESCRIPTION</b>		
<b>RECREATIONAL ACTIVITIES OFFICER</b>		
<b>HR 10h</b>		
Authorised by: Cobar Shire Council	Authorised on:	No of Pages: 3

**Title:** **Recreational Activities Officer**

**Qualifications:**

**Desirable:** Certificate III or IV in Community Services (Aged Care Work) or equivalent

Certificate of Achievement (Diversional Therapy Association of Australia)

Current First Aid certificate

Relevant licence for Light Rigid Vehicle (small bus)

**Responsible for:** The provision of leisure and recreational activities to enhance the psychological, spiritual, social and emotional wellbeing of residents at the Lilliane Brady Village.

**Responsible to:** Through the RN to the Director of Nursing.

**Hours of work:** as per letter of appointment

**Award:** Local Government, Aged, Disability and Home Care (State) Award.

*The Lilliane Brady Village acknowledges the contribution made by all staff in achieving the Lilliane Brady Village's goals in the delivery of quality care to residents. In order to meet your commitment to these goals you will be required to:*

## **1. Work within the Mission and Philosophy of the Organisation**

- 1.1 Work within the stated mission statement, vision and objectives of the Lilliane Brady Village.
- 1.2 Promote and articulate the role and function of the Lilliane Brady Village with residents, relatives, other health workers and the wider community.
- 1.3 Acknowledge and maintain residents' rights and confidentiality in accordance with the Charter of Residents' Rights.
- 1.4 Work according to the Lilliane Brady Village's policies, protocols and procedures.
- 1.5 Contribute to continuous improvement and the achievement of the Aged Care Accreditation Standards.

## **2. Work with Colleagues**

- 2.1 Work cooperatively as a team member.
- 2.2 Work within the level of skill and knowledge and seek assistance from colleagues or Director of Nursing as necessary.
- 2.3 Contribute to continuous improvement by participation in committees and attendance at relevant meetings.
- 2.4 Practice a duty of care to each other by respecting each others' integrity and ability to contribute to a cohesive and harmonious team.
- 2.5 Support new or less experienced staff through the sharing of knowledge and by example.
- 2.6 Demonstrate flexibility in work practices in order to support colleagues and to meet the changing needs of the facility.

## **3. Demonstrate a Commitment to Training and Education**

- 3.1 Maintain skills and knowledge related to work role.
- 3.2 Attend relevant inservice and education sessions.
- 3.3 Seek opportunities to undertake continuing education provided by external agencies.
- 3.4 Maintain own service and continuing education records.
- 3.5 Share knowledge and expertise with other members of the work team gained through attendance at education forums.
- 3.6 Participate in regular performance review in accordance with the Lilliane Brady Village's policy.

#### **4. Work within the Work Health and Safety Policy and Protocols of the Lilliane Brady Village**

*The Lilliane Brady Village has an obligation under Work Health and Safety legislation to provide a safe and healthy environment for all employees, residents and visitors.*

- 4.1 Perform work activities and functions in a manner that promotes personal safety and risk management.
- 4.2 Identify hazards in the work area and report in accordance with the Lilliane Brady Village's policy and protocol.
- 4.3 Report all resident, staff and visitor incidents utilising the appropriate incident forms.
- 4.4 Follow organisational guidelines for safe manual handling.
- 4.5 Select and use appropriate equipment according to the Lilliane Brady Village's policy and procedures.
- 4.6 Apply Standard Precautions according to the Lilliane Brady Village's policy and procedures.
- 4.7 Use and store chemicals in accordance with relevant Material Safety Data Sheets
- 4.8 Attend compulsory fire safety lectures and evacuation drills.

#### **5. Plan, Prepare and Facilitate Leisure, Social and Activities to Meet the Needs of Residents at the Lilliane Brady Village**

- 5.1 Determine each resident's psychological, leisure, spiritual, social and emotional needs and any barriers to participation in leisure and recreational pursuits in accordance with the Lilliane Brady Village's policy and protocols.
- 5.2 Develop and display a monthly 'Activities Program' that reflects the preferences of residents.
- 5.3 Develop, in conjunction with each resident or their representative and care staff, individualised activities programs to address special physiological and/or psychological needs of residents.
- 5.4 Facilitate opportunities for residents' continued involvement in the wider community.
- 5.5 Maintain documentation, in accordance with the Lilliane Brady Village's policy, to evaluate residents' participation in leisure and recreational activities and on-going needs and abilities.
- 5.6 Observe, identify and report to a registered nurse variations in residents' abilities and/or condition.
- 5.7 Participate in case conferences in accordance with the Lilliane Brady Village's protocol.
- 5.8 Liaise with family/person responsible/carers and other members of the health care team to facilitate the achievement of residents' leisure and recreational pursuits.
- 5.9 Facilitate Resident/Relative Meetings.