

## POSITION DESCRIPTION

1. **POSITION TITLE:** Activities Coordinator
2. **AWARD:** SCHADS Award 2010 – 2
3. **LOCATION:** Fernlea Community Care Inc.'s Day Respite Centres  
1 Main St, Pakenham VIC 3782 and  
149 Emerald Monbulk Rd, Emerald VIC 3782
4. **REPORTS TO:** Nurse Manager
5. **SUPERVISES:** None
6. **POSITION OVERVIEW & OBJECTIVES:**  
The Activities (Lifestyle) Coordinator is responsible for developing and implementing a comprehensive range of activities tailored to accommodate the needs of clients.

### 7. POSITION REQUIREMENTS:

#### a. Qualifications:

- a. Cert IV in Leisure & Lifestyle, or equivalent
- b. Qualification in palliative care and/or dementia - highly regarded

#### b. Skills & Experience

- a. Experience working in a palliative care setting – highly desirable.
- b. Experience working with people with dementia – highly desirable.
- c. Experience working independently and without direct supervision.
- d. Outstanding communication, observational and reporting skills.
- e. Excellent time management with a proactive attitude
- f. Demonstrated ability to work alone and as part of a team.
- g. A genuine caring and client-centred approach
- h. Good computer skills, including a working knowledge of email and MS Office suite of products.
- i. Current Victorian Drivers Licence and own reliable vehicle
- j. Current police check and a valid Australian Working Visa

#### c. Knowledge & Personal Attributes

- a. Demonstrated flexibility and a willingness to approach new challenges creatively and as part of the team, adapting to new ideas and change positively.
- b. Clear and practical understanding of appropriate personal and professional boundaries.
- c. Professional behaviour, including the ability to apply the principles of privacy and confidentiality to all work practices.
- d. High levels of integrity including behaving in an honest and trustworthy manner and treating others without judgment.

### 8. KEY RESPONSIBILITIES:

#### a. Activities Program

- i. In consultation with the Nurse Manager, clients and their carers, develop and implement a range of group and individual activities that enhance the clients' quality of life and enjoyment.

- ii. Work with the PCAs and volunteers to implement the activities.
- iii. Ensure all clients have the opportunity to participate in a range of activities.
- iv. Regularly review the activities to ensure there is adequate variety and that they continue to meet the needs of the clients.

**b. Administration**

- i. Liaise with the Nurse Manager to ensure adequate documentation is maintained, and that it is accurate, objective, and securely stored.
- ii. Ensure Fernlea policies, procedures and protocols are implemented.
- iii. Assist with identifying policies and procedures that may be required.

**c. Reporting & Communication**

- i. Ensure regular communication with the Nurse Manager, including identifying any current or emerging issues for clients.
- ii. Provide a report for the Annual Report.

**d. Occupational Health & Safety**

- i. Maintain a safe environment and ensure you are familiar with and adhere to the OH&S Policy at all times.
- ii. Immediately report any current or potential hazards
- iii. Participate in problem solving processes to resolve OH&S issues and ensure a safe and healthy workplace for all.

**e. As A Team Member:**

- i. Ensure the Fernlea Code of Conduct is always upheld.
- ii. Take responsibility for reaching key performance indicators, develop and share best practice ideas, and work cooperatively to support other team members to reach their individual and business goals.
- iii. Participate in staff reviews and training/development programs.
- iv. Maintain a high level of personal presentation and be polite, helpful, and courteous at all times.
- v. Overall, work as part of a harmonious team and contribute to a positive, motivating environment.

**9. KEY PERFORMANCE INDICATORS**

- a. There is a comprehensive activities program that meets the individual needs of clients and their conditions.
- b. Themes and activities are planned and documented at least one month in advance.
- c. Documentation is complete, accurate, up-to-date, and kept securely.
- d. All policies and procedures are adhered to.
- e. All timelines are met.

I have read and understand the expectations of the role as outlined in this position description.

Employee name: \_\_\_\_\_

Employee signature: \_\_\_\_\_

Date: \_\_\_\_\_