



Is a smoke free workplace

Position Description

Position: **ACTIVITY OFFICER**

Date: January 2016

Classification: Aged Care Activity Officer

Employment Status: Full Time/ Part Time/ Casual

Department: **Residential Aged Care**

Conditions: In accordance to the Health and Allied Services Award and current EBA.

Accountable to: Director of Clinical Services through the Nurse Unit Manager.

Vision & Strategic Intent

Our Vision:

We exist in a healthy and vibrant community where individuals have the capacity and potential to manage their own health and improve their physical, mental and social wellbeing. We are fully integrated with our community and together we plan for and respond to changing health needs through the provision of high quality and efficient health services.

Our Strategic Intent:

Beechworth Health Service is intrinsic to the fabric of the community. We exist, as the local component of a larger health system, so that people have access to services that support/encourage/enable them to lead a healthy quality lifestyle.

We are in the business of providing Acute Care, Aged Care, Sub-acute Care, Primary Health Services, Community Health Promotion and Visiting Specialist Services.

Our core competence is to provide a range of services to fill current and emerging community health needs. In collaboration with service partners and the community we will be constantly looking for innovative ways to improve the health services we provide.

At Beechworth Health Service behave in a way that:

Respect

Being courteous and considerate of the diversity and equality of all.

Unity

Encouraging participation, collaboration and a common purpose.

Innovation

Promoting flexibility and the exploration of new ideas and methods in everything we do, to reflect the changing needs and expectations of our community.

Excellence

Enhancing quality of life while meeting the highest standards of quality, safety and client centered care.

Integrity

Promoting professionalism and openness through honesty, fairness and ethical behaviour.

1. POSITION OBJECTIVE/S

To delivery and evaluate a planned and appropriate activity program to residents that enhance and enable the physical, social, cultural, psychological and emotional wellbeing of the client with an achievable outcome

2. KEY RESPONSIBILITY AREAS

2.1. Mandatory

- To live and model Beechworth Health Service values
- Actively promotes Beechworth Health Service in a positive manner.
- Provides safe and effective service.
- Committed to personal improvement.
- Ensure that “any person accessing Beechworth health Service will experience a person centred care approach to their care”.
- Actively and sensitively practice the principles of cultural safety and respect.
- Satisfactory police check in accordance with the requirements of the Accountability Principles 1998.

3. GENERAL RESPONSIBILITIES

3.1. General

- Support and promote activities that are consistent with the Nature and Directions of the Beechworth Health Service.
- Ensure that the Activities program complies with the Aged Care Accreditation Standards **(Standard 3 – Care Recipient Lifestyle)**.
- Develop and delivery organize, maintain and carry out a program of individual and group activities for the residents that enable their social, recreational and educational needs to be met, both within the individual homes and as a group across the residential homes.
- Plan, implement and evaluate the Activity Program in liaison with the Nurse Unit Manager and collaboration with other staff, volunteers, residents and their carers.
- Attend and participate in program based resident assessment / review meetings.
- Manage the funding of the Activity program within agreed limits.
- Undertake the initial and ongoing assessments, documentation, care planning and review of all residents in collaboration with the other program staff.
- Encourage residents to renew / continue past interest following admission to their new home.
- Encourage residents to initiate and direct recreational activities of their own.
- Involve both residents and carers in the development of individualized care plans and then provide care accordingly.

- Provide resident with information on community events and encourage and facilitate participation in such events, individually and as a group.
- Maintain individualised residents records electronically (Management Advantage), detailing resident's participation in programs and evaluation of progress.
- Under the direction of the Volunteer Coordinator, provide volunteers with an orientation of resident safety, residents, the activity program and emergency procedures, in particular those related to outings.
- Provide a range of communication opportunities/avenues for residents and carers to be aware, involved and able to have input into the running of the program and the home (i.e. bi-monthly Resident, Relative and Friends meeting and Newsletters).
- Ensure that all activities undertaken optimises the health and safety of all participants, residents, staff, volunteers and visitors.
- Ensure all mandatory education is completed as per the organizational policies.
- Actively participated in review of policies and procedures as required
- Actively participated in quality activities including accreditation.
- Actively participates in relevant meetings and forums.
- Assist other residential care staff with their roles to the extent appropriate to ensure a smooth team approach to the residents' individual needs. This may include assisting with activities of daily living such as toileting, feeding, clothing/grooming.
- Drives Health Service vehicles to enable residents to attend medical appointments, recreational and/or social activities in the community.

3.2. Risk Management

- Contribute to the ongoing improvement and safety of BHS through participation in the quality and risk management programs in place.
- To be observant with regard to identification of potential public safety hazards and notify supervisor of hazards which cannot be remedied immediately.
- Where possible, rectify hazards and notify manager with a view of preventing recurrence.
- Observe risk management principles, policies and practices through the risk management policy.
- Employ risk management principles and practices in day-to-day duties and functions.
- Report on any matter that may have a potential risk exposure to the organisation, fellow employees, contractors or the public.

3.3 Occupational Health and Safety

- To comply with provisions of the Occupational Health and Safety Act by taking all reasonable precautions to ensure the health and safety of self and others.
- To rectify actual or potential hazardous situations, where appropriate, in accordance with established policies and procedures.
- To participate in programs designed to monitor and protect the health of staff in their workplace.
- To report as soon as practicable to your Manager.
 - Unsafe equipment , work practices or conditions
 - Potential Hazards
 - Near Misses
 - All injuries sustained whilst in the performance of work duties
 - Damage to Beechworth Health Service equipment or property.

4. RELATIONSHIPS

REPORTS TO:

Nurse Unit Manager

Internal Liaisons

- Chief Executive
- Director of Clinical Services
- Nurse Unit Manager
- Beechworth Health Services Executive Staff
- Beechworth Health Services Staff
- Assistant Director of Nursing
- Assistant Nursing Unit Manager
- Beechworth Health Service Nursing Staff
- Allied Health Professionals
- Allied Health Professionals
- GPs
- Consumers

External Liaisons

- Beechworth Surgery
- Beechworth Pharmacy
- Other Health Services
- Community Groups
- Consumers.

5. ACCOUNTABILITY AND EXTENT OF AUTHORITY

The incumbent of the position will be accountable for:

- First aid certificate
- CPR for adults
- Food safety certificate
- Completion of all mandatory education as per the matrix
- Resident assessment & care planning in relation to Aged Care Standard 3 – Care Recipient Lifestyle
- Current Driver’s licence and bus licence.
- Computer literacy skills for documentation, email and word processing

6. QUALIFICATIONS AND EXPERIENCE

- Bachelor, Diploma or Certificate of Diversional Therapy, or equivalent
- Prior experience with adults with cognitive impairment and their carers
- Current First Aid Certificate
- Current Food Safety/ Handling Certificate
- Demonstrated competence in working with people with dementia

An Annual staff appraisal will be conducted by Nurse Unit Manager.

An agreed set of performance indicators which will be determined annually.

As the occupant of this position, I have read and understood the above position description.

Name: [please print]

Signature: **Date:-**.....

Attachments : Position Risk Assessment

KPI's

RISK ASSESSMENT

Under Occupational Health & Safety, potential risks associated with this position are detailed below. Employee familiarity and compliance with the emergency procedure codes apply to all areas of the Health Service.

Aspects of normal workplace	Frequency	Comments
<p>Work Environment</p> <ul style="list-style-type: none"> • Manage demanding and changing workloads and competing priorities in work hours with the possibility of extended hours. • Sitting at the computer or in meetings for extending periods of time. • Working in a team environment and at times independently • Work in locations geographically separated from the main facility • Work with people who are confused/ cognitively impaired. 	<p>Continual</p> <p>Occasionally</p> <p>Regularly</p> <p>Regularly</p> <p>Regularly</p>	
<p>Work Activity</p> <ul style="list-style-type: none"> • Undertake administrative tasks including intensive computer/keyboarding work, filing, writing, participation in meetings, concentrating for long periods of time (regular, daily basis). • Use technology including photocopiers, telephones including mobiles, fax, overhead projectors, television, video, electronic whiteboards, and digital camera. • Undertake manual handling of equipment (e.g. lifting, pulling, pushing, moving, transferring, twisting) on a daily basis • Drive buses and cares. 	<p>Regularly</p> <p>Regularly</p> <p>Regularly</p> <p>Regularly</p>	
<p>Work relationships</p> <ul style="list-style-type: none"> • Work within a team environment • Professional interaction with nursing, allied health, medical and administration staff. • Interact with colleagues and other hospital staff. • Members of the public. • Patients, relatives and friends. 	<p>Continual</p> <p>Continual</p> <p>Continual</p> <p>Regularly</p> <p>Continual</p>	