

## Senior Lifestyle Support Worker

<b>position number</b>	<b>P4345</b>
<b>status</b>	Part Time, on-going (PT)
<b>network</b>	Services
<b>agreement</b>	Health and Allied Services, Managers and Administrative Workers (Victorian Stand-Alone Community Health Services (Multi Employer) Enterprise Agreement 2022-2026)
<b>classification</b>	Grade 3
<b>reports to</b>	Program Facilitator

<b>about us</b>	cohealth is a not-for-profit community health organisation. We provide health and support services in Melbourne's CBD, northern and western suburbs, and on the East Coast of Tasmania.
<b>what we do</b>	Our work aims to improve the health and wellbeing of our communities and address health and social inequality.
<b>our organisation</b>	cohealth is a community health organisation with an ambitious strategic plan. Our mission is to improve health and wellbeing for all and tackle inequality, in partnership with people and the communities they live in.
<b>our people</b>	People who work at cohealth are committed to designing and delivering high quality health care and promoting and protecting human rights.
<b>diversity and inclusion</b>	We want people of all ages, gender identities, sexualities, cultural backgrounds, and abilities to feel safe to bring their whole selves to cohealth. We are a Rainbow Tick Accredited organisation with over 20% of our staff from the LGBTQIA+ community. To find out more about us click <a href="#">here</a>

## network overview

### Services Network

Our vision is for healthy communities and healthy people. We do this by providing care for individuals, community, and society, improving the health and wellbeing of the communities we serve, and addressing inequality in society.

We champion universal health care and human rights and strive for health and social equity. This is what we mean when we say care for all. Care for all is achieved when all people have access to the full range of health services they need, when and where they need them, and without financial hardship.

cohealth's services network delivers strong, people-centred primary and community health care that prioritises individuals and communities experiencing inequality. Our services focus not only on preventing and treating disease and illness, but also on helping to improve wellbeing and quality of life.

## position overview and purpose

The Senior Lifestyle Support Worker role leads the Lifestyle Support team to deliver high-quality, person-centred support for program participants. The Senior Lifestyle Support Worker leads the team to develop relevant and engaging programs and activities in an efficient and cost-effective manner. They will be responsible for ensuring consumer participation is monitored and recorded and staff are coordinated effectively to deliver programs. Along with the Lifestyle support team, the role will work with consumers with low to complex needs, and their carers, toward achieving individual care plan goals, while meeting the needs of the group as a whole.

## key accountabilities

### Client support

Onsite leadership and working collaboratively with older people, including people with dementia and people with disabilities, and their carers. An ability to encourage client independence and participation in their community is also required.

- Provide operational leadership to the Lifestyle Support Team during program delivery, program planning and program development
- Facilitate group activities
- Set up and storage of necessary equipment and resources
- Participant transport, including driving the centre car and mini bus
- Supervise and physically assist participant transport, including arrivals and departures from buses, cars and taxis
- Provide assistance with meals
- Provide medication assistance / monitoring
- Provide support during excursions to external venues

	<ul style="list-style-type: none"> <li>• Monitor, report and document individual client needs, changes in health and well-being, and progress against individual care goals</li> <li>• Document daily client file notes and record attendance in the client management system (TrakCare)</li> </ul>
<b>Respite support</b>	<p>This role includes the provision of Flexible Respite to carers;</p> <ul style="list-style-type: none"> <li>• either in their home or in the community,</li> <li>• as well as the design and delivery of programs in a group setting.</li> </ul> <p>Supervise and physically assist participant</p>
<b>Program development</b>	<p>This role works closely with the Specialist Team Support (Team Leader) and Program Facilitator to ensure programs are well organised and delivered effectively.</p> <ul style="list-style-type: none"> <li>• Participate in team meetings and program planning</li> <li>• Support participants and carers to work towards achieving their individual goal directed care plans</li> <li>• Seek support and assistance from Team Leader on any service delivery issues</li> <li>• Work with Team Leader to review care plans, and link participants/carers into internal/external services, as required</li> <li>• Present case reviews at team meetings</li> <li>• Report hazards and incidents via Riskman</li> </ul>
<b>culture and teamwork</b>	<ul style="list-style-type: none"> <li>• Champion cohealth's culture to promote teamwork, employee development and empowerment in order to foster a culture of high performance and a workforce which demonstrates behaviours consistent with cohealth's values.</li> <li>• Work collaborator</li> </ul>
<b>quality and continuous improvement</b>	<ul style="list-style-type: none"> <li>• Contribute to the principles of continuous improvement as contained in cohealth's quality system and ensure compliance with cohealth policies/procedures.</li> <li>• Contribute to the implementation and improvement of the quality systems within cohealth, in particular the [network name] Network, and ensure compliance with documented procedures and processes.</li> </ul>
<b>health &amp; safety compliance</b>	<ul style="list-style-type: none"> <li>• Provide and maintain a working environment that, as far as reasonably practicable, is safe and without risks to the health, safety and wellbeing of all (employees, contractors, volunteers).</li> <li>• Maintain awareness of and compliance with health and safety policies and procedures to maintain a safe working environment.</li> <li>• Take corrective action to remedy safety hazards or risks and restore a safe working environment</li> <li>• Take corrective action to remedy safety hazards or risks and restore a safe working environment</li> </ul>

## position requirements

- Minimum Certificate 4 in Leisure and Health
- Certificate in Food Handling or willingness to complete
- Current Level 2 First Aid certificate, including CPR, or willingness to complete
- Working with Children's Check
- Nationally Coordinated Criminal History Check (NCCCHC)
- Current Victorian Driver's Car License and willingness to drive a van
- Immunisation Category A to be produced for sighting upon request.

## others

### Skills and Knowledge

- Provide leadership to a small team
- Ability to use technology for information gathering, client management and communication
- Experience in providing meaningful respite to carers
- Time management and organisational skills, including the ability to multi-task
- Experience in running Social Support Groups with older adults, including knowledge and understanding of:
  - Person-centred care
  - Goal Directed Care Planning principles

### Ability to

- Establish respectful professional relationships that have clear boundaries with clients, staff and partner organisations
- Demonstrate self-awareness and the ability to regulate own behaviour and act appropriately while performing the role, especially during difficult situations
- Take initiative, act with confidence and work well under own direction, while maintaining communication with the team

## key selection criteria

Technical skills required for the role:

- Experience in developing and documenting client care plans and reviews
- Ability to work independently and as an effective team member
- Computer literacy, knowledge of outlook and Trak care an asset

Personal/behavioural skills required:

- Demonstrated knowledge and skills in the planning, implementation and evaluation of Social Support and Flexible Respite programs that meet the needs of older people, people with disabilities, and people with memory impairment
- Well-developed interpersonal and written communication skills
- Well-developed organisational and time management skills
- Strong belief and personal alignment in cohealth Values and Mission

Preferred work experience

- Experience leading a team of Lifestyle professionals

Industry background

- Understanding of the broader aged care sector including Aged Care Accreditation

*cohealth is a child safe and equal opportunity employer that offers generous salary packaging and opportunity to undertake professional training and development opportunities. Aboriginal and Torres Strait Islander people, and those who speak languages other than English are encouraged to apply.*

<b>document No:</b>	V1
<b>owner:</b>	Mike White – Program Facilitator
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<b>approved by:</b>	Mike White – Senior Connections – Program Facilitator