



The LW has responsibility for delivering personal care and lifestyle services as required by the residential client, the RSM, nurses and the personal plan. The LW also administers medication to clients, under the general supervision of a Registered Nurse.

The LW actively contributes to Glenview's compliance with all relevant statutory and legislative requirements, national accreditation, quality reporting and ACFI requirements.

### **KEY DUTIES & ESSENTIAL JOB FUNCTIONS**

The LW has a high degree of accountability for developing and delivering care and lifestyle services within the residential care department and contributing to the overall direction of Glenview as directed by senior managers and nursing staff through:

- patience, respect and empathy for all Glenview clients and their families particularly in times of illness, weakness and frailty and during the dying process
- providing hands-on support with all personal care tasks under the supervision of the nurses
- planning, developing and delivering innovative lifestyle experiences for residential clients in collaboration with the APC
- administering medications to clients under the general supervision of a registered nurse
- participating in a program of continuous improvement of all lifestyle and support programs and functions at Glenview
- the ability to identify changing needs and priorities of the clients and adapt programs to best meet client needs including providing relevant and timely advice to the nurses on all residential client support requirements, equipment, facilities and access to allied health professionals.
- assisting and supporting the day to day running of the lifestyle program and the maintenance of accurate and relevant records of all lifestyle and support services provided by Glenview
- attending and contributing to family conferences upon request by nurses or DCS and working collaboratively with clients and their families to achieve feelings of well-being for the client
- assisting with the induction, orientation and training of new staff and volunteers
- participation in regular performance review and development and commitment to working as part of the lifestyle team to achieve a harmonious work environment
- commitment to all aspects of compliance with ACFI, accreditation and other relevant industry standards
- contributing to a safe workplace through adherence to all Glenview OH&S policies and procedures and a demonstrated commitment to OH&S improvements

## **OTHER FUNCTIONS AND RESPONSIBILITIES**

The LW may be required to perform other relevant duties, within the scope of their training and competence, as directed by the DCS, RSM, nurses or CEO.

To develop a working knowledge of the direction and obligations imposed by relevant legislation such as:

- Aged Care Act 1997
- Privacy Act 1988
- Personal Information Protection Act 2001
- Anti Discrimination Act 1998
- Relevant requirements of the Aged Care Standards Agency with a particular focus on all Outcomes in Standards 2 and 3
- Workplace Health and Safety Act 1995 and relevant regulations
- Poisons Act and Regulations 2009 and Guidelines 2010.
- Aged Care Award 2010

## **SELECTION CRITERIA**

### **ESSENTIAL QUALIFICATIONS**

1. Must possess, as a minimum qualification, a Certificate III in a relevant area
2. Completion of the nationally accredited competency unit, assisting clients with medication' or equivalent, or a commitment to complete the module within 4 months of the commencement of such training.
3. Must be an Australian Resident or hold an Australian Working VISA

### **REQUIRED SKILLS AND EXPERIENCE**

4. Ability to plan, develop and deliver personal support and lifestyle programs within a residential aged care setting which reflect client centred care practice with a strong emphasis on client consultation, client choice and accountability to clients.
5. Demonstrated well developed verbal and written communication skills and well developed interpersonal skills with a broad range of people, including people from culturally and linguistically diverse backgrounds and people with limited verbal communication capacity.
6. Demonstrated ability to work collaboratively within a small team and liaise with other service providers, clients' families and members of the community.
7. Well developed computer skills including Microsoft Office programs

### **REQUIRED LICENSES/CERTIFICATIONS**

- Provision of a National Police certificate that meets the suitability requirements of Glenview Community Services Inc for unsupervised work in aged care in accordance with the Aged Care Act
- Current driver's licence

**INHERENT PHYSICAL REQUIREMENTS/WORK ENVIRONMENT**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The questions are asked in order to ensure that Glenview is able to provide the safest and most appropriate work place and employment conditions for all its employees, and to ensure safe service delivery for its clients.

<b>SURNAME:</b>		<b>FIRST NAME:</b>	
<b>APPLICATION FOR POSITION:</b>		<b>Lifestyle Worker</b>	
<i>Please attach any additional information you wish to explain your situation and any health condition you believe may be affected by your work.</i>		<b>Please Tick Appropriate Column</b>	
<b><i>I declare the following as part of my application that I have the:</i></b>		<b>YES</b>	<b>NO</b>
<ul style="list-style-type: none"> <li>demonstrated capacity to access and use client bathrooms, fittings, standard lifting equipment and beds, including making beds</li> </ul>			
<ul style="list-style-type: none"> <li>demonstrated physical fitness and movement capability to be active and undertake manual handling tasks for up to 5-6 hours at a productive output level</li> </ul>			
<ul style="list-style-type: none"> <li>demonstrated physical fitness and mobility to assist client movement, including transfers from bed / chair / vehicle etc, and access areas within residential settings including bathrooms and toilets</li> </ul>			
<ul style="list-style-type: none"> <li>demonstrated functional vision (with relevant aids) to enable utilisation of screen based electronic records</li> </ul>			
<ul style="list-style-type: none"> <li>demonstrated functional hearing (with relevant aids) to enable use of telephone equipment and in order to converse normally with clients</li> </ul>			
<ul style="list-style-type: none"> <li>ability to sit for lengthy periods (with relevant aids) and utilise ergonomic work station arrangements</li> </ul>			
<p>These roles are also exposed to minor amounts of non-ionising radiation from the use of mobile telephones. Whilst this is not an issue to many, if it is a concern to you please tick <b>NO</b>.</p>			
<p><b>If you have answered NO to <u>one or more</u> of the above questions, please explain your situation and attach information which will help us understand your application for employment and any workplace adaptations you may require. Glenview may require you to obtain additional information from your own doctor to support your application.</b></p>			
<p><b>If 'NO' please explain:</b></p>			
<p align="center"><i>We appreciate your cooperation. Thank you.</i></p>			

**ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION**

I have received a copy of the Position Description and have read and understand its contents and acknowledge that this document forms an essential part of my contract of employment with Glenview Community Services Inc.

\_\_\_\_\_  
Employee Name (Please Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date