



POSITION TITLE: Recreational Activities Officer – Lochiel House

RESPONSIBLE TO: Director of Clinical & Aged Care Services

DEPARTMENT: Nursing

AWARD: Health and Allied Services Award

CLASSIFICATION: As per qualifications

REPORTS TO: Team Leader Lochiel House

CONTRACT: as per Employment Contract

POSITION STATEMENT

At Orbost Regional Health (ORH), diversional therapy is a resident centred practice that recognizes leisure and recreational experiences are the right of all individuals irrelevant of age and/or diagnosis. The aim of the diversional therapy program is to challenge and enhance the psychological, spiritual, emotional and physical wellbeing of the residents and patients and ensure they are provided with the opportunities to choose to participate in leisure and recreational activities that promote self-esteem and personal fulfilment.

The Diversional Therapist/Activities Officer should have experience and qualifications and preferably those that lead to registration with the Diversional Therapy Association (Diversional Therapy or Leisure and health studies).

The incumbent will play a lead role in supporting and guiding other new members of the diversional therapy team both at Waratah Lodge and Lochiel House, sharing ideas and relevant program information to ensure its success.

RESPONSIBILITIES AND KEY PERFORMANCE INDICATORS (Outcomes)

Clinical

- Carries out existing programs and group activities
- Plans and prepares new recreational events and activities
- Utilises We Care for planning and evaluating the effectiveness of interventions
- Facilitates the development of new programs for those not suited to existing programs thus ensuring that a wide range of programs exists to cater for all needs
- Acts as facilitator to ensure residents/patients are able to pursue their own interests
- Works in conjunction with the Physiotherapist, Occupational Therapist and nursing staff when developing new programs
- New and existing programs clearly support the achievement of health goals and these are evaluated to ensure they meet the desired goals
- Participates in the admission process to clearly identify residents needs

- Liaise with nursing staff in order to identify specific resident needs and arrange activities to suit these individual needs that will enhance their self-esteem and personal fulfilment.
- Assists residents and patient with feeding and other duties providing that they do not interfere with the planned activities
- Is comfortable in dealing with those residents or patients with a wide range of disabilities
- Is able to provide information to the residents/patients on community events and is able to facilitate participation in such events
- Supports residents in their desires to maintain contact with friends
- Assists families to organize activities using the amenities of the facility
- Assists with liaison between families and carers at the Families, Residents and Carers' meeting reporting program activities and outcomes
- In conjunction with the Team leaders and other PCA staff and/or allied health staff, is able to identify the changing needs of the residents and is able to adapt their program accordingly
- Talks to participants families to gain an understanding of the person and their needs and interests
- Is able to clearly identify the residents wishes when wishing to participate in a 'risky' activity and reports this to the Nurse Unit Manager or Team Leader Aged Care
- Develops and implements measures for documentation and keeps accurate and contemporaneous records of progress
- Brings to the attention of the nursing staff issues of concern relating to Residents progress
- When on outings attends to personal care as required and with your scope of practice.

Professional

- Participates in in-service education and uses available resources to promote self-development and maintain professional status
- Participate in external education programs and shares knowledge with other members of your team
- Participates in relevant staff meetings
- Maintains confidentiality at all times
- Has good communication skills
- demonstrate strong leadership skills and the ability to motivate people
- Has good observational skills
- Exhibits well developed knowledge of art and craft and sporting and cultural activities
- Is aware of the Diversional Therapist Code of Ethics which guide practice

QUALIFICATIONS

- Qualifications as a Division 2 Registered Nurse (Certificate IV in Nursing) or Personal Care Attendant (Cert III or IV in Personal Care)
- Qualifications in Diversional Therapy or Leisure and Health studies, or working towards same

KNOWLEDGE, SKILLS and ATTRIBUTES

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HUMAN RESOURCES

- Employees must comply with and demonstrate the Organisational Behavioural Values

Respect, Integrity, Compassion, Excellence, Community

- All employees of Orbost Regional Health are required to participate in an annual Performance review and planning process, ensuring all documentation is provided for the personnel file.
 - Participate in the annual review and planning process, completing an individual aims and achievements plan in line with the strategic objectives of Orbost Regional Health
 - During the annual aims and achievements discussion review the annual information updates as listed in attachment 2.
 - All employees will undertake an organisational orientation induction program and complete training requirements relevant to position, including mandatory training as listed in attachment 1.
 - On an annual basis complete mandatory training as per attachment 1.
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ADMINISTRATION

- Be conversant with ORH Policies and Procedures and be able to demonstrate how to access relevant policies and procedures using the PROMPT system
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OCCUPATIONAL HEALTH AND SAFETY

- Ensure that work practices are carried out in accordance to the Occupational Health and Safety policies, and the operational policies and procedures of the organisation.
 - Ensure daily tasks are carried out in such manner that minimises risks to patients/residents, other staff members and visitors.
 - Are confidently able to complete a Riskman incident report and report any safety issues immediately to the supervisor and/or Safety Representative.
 - Ensure that infection control guidelines and requirements are known and incorporated into daily work activities.
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QUALITY AND SAFETY

- Demonstrate a commitment to the delivery of quality services.
- Demonstrate a focus on partnering with consumers in the planning, delivery and evaluation of services and care, by actively seeking feedback and engaging consumers in their care planning as appropriate to employee role.
- Ensure all Multi Purpose Service activities are in accordance with the
 - National Safety and Quality Healthcare Standards (organisation wide)
 - Community Common Care Standards (Home and Community Care)
 - Department of Human Services Standards (Disability and Homelessness Support)

- Royal Australian College of General Practitioners Standards (Medical Clinic);
- Diagnostic Imaging Standards (Radiology).
- Actively participate in the Orbest Regional Health Quality Program and accreditation processes against the above standards.
- Are confidently able to complete a RiskmanQ quality activity.
- Be able to identify risks and follow the Orbest Regional Health Risk Management Policy and procedure.
- Have processes to monitor and evaluate the performance of the services provided by the work area.

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AUTHORITY AND CONDITIONS

- All employees of Orbest Regional Health must sign a Confidentiality Statement. This is to ensure that employees shall not at any time, either during the period of employment, or at its completion, divulge either directly or indirectly to any person, confidential knowledge or information acquired during the course of this employment.
- All employees of Orbest Regional Health are required to recognise consumer rights and operate within the Charter of Human Rights.
- Adhere to the level of authority under the Organisation Instrument of Delegation.
- This position carries a Level _____ under the Instrument of Delegation.

I have read, understood and accepted this Position Description.

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(Employee Name)

.....
(Manager Name)

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Signature

.....
Signature

.....
Date

.....
Date

Orbest Regional Health reserves the right to review and amend this document at its discretion.

KEY SELECTION CRITERIA

Essential Criteria

- Qualifications as a Division 2 Registered Nurse (Certificate IV in Nursing) or Personal Care Attendant (Cert III or IV in Personal Care)
- Qualifications in Diversional Therapy or Leisure and Health studies, or working towards same
- Previous experience working with the aged
- Able to demonstrate experience in developing activity programs suited to individual resident/patient needs
- Has a good understanding of the need to foster community links with residents
- Is able to demonstrate strong planning and organization ability
- Is able to clearly identify how to measure the success of the programs
- Exhibit well developed observational skills
- Has creative strengths and talents with knowledge of arts and craft techniques, and sporting and cultural activities
- Ability to work as part of a multidisciplinary team
- Is able to identify the need to change programs within appropriate time frames
- Understanding of, and willingness to, participate in discharge planning process
- Good communication skills; relates well to people, especially the aged
- Has a good understanding of occupational health and safety issues
- Is able to demonstrated a commitment to ongoing education and professional development
- Current Victorian Drivers Licence
- Current Police Check

Desirable Criteria

- Previous experience as an Activities Officer, Allied Health Assistant or Diversional Therapist
- Is a member of the Diversional Therapy Association
- Qualifications and/or experience in Dementia Care
- Qualifications and/or experience working with those with disabilities
- Has Basic First Aid certificate
- Has knowledge of Infection Control Principles
- Has a good understanding of quality management

Orbost Regional Position Description - Attachment 1

Organisation wide – Mandatory Training

Focus area	Frequency	Classification	Staff	Training Type	Committee Responsible
Emergency Response	Orientation & Annual	Mandatory	All ORH Staff	Online training	Emergency Preparedness & Resilience
Manual Handling	Orientation & Annual	Mandatory	All ORH Staff	Online training	OH&S
No Lift	Orientation & Annual	Mandatory	Nursing Staff	Online training and practical assessment	OH&S
Hand Hygiene	Orientation & Annual	Mandatory	All ORH Staff	Online training	Infection Control
Basic Life Support	Orientation & Annual	Mandatory	All Nursing Staff Medical Staff	Self-directed learning package-clinical skills practical assessment	Clinical Standards
Medication Administration General Adult & IV competency	Orientation & Annual	Mandatory	All Nursing staff (including medication endorsed ENs).	Online training	Clinical standards
Falls Prevention	Orientation & Annual	Mandatory	All nursing staff	Online training	Clinical Standards
Neonatal Resuscitation	Orientation & Annual	Mandatory	All Midwives	Online training	Clinical Standards
Advanced Life Support	Orientation & Annual	Mandatory	All ALS responders – grade 5/ ANUMs	Self-directed learning package-clinical skills practical assessment	Clinical Standards
Triage	Orientation & Annual	Mandatory	Grade 5 / ANUM	Online Training	Clinical Standards
Blood Safe	Orientation & Annual	Mandatory	All Nursing Staff	Online Training	Clinical Standards
Aseptic Technique	Orientation & Annual	Mandatory	All Nursing & Medical Staff	Online Training	Infection Control
Bullying and Harassment	Orientation & Annual	Mandatory	All ORH Staff	Online Training	People and Culture
Risk Management	Orientation & Annual	Mandatory	Managers	Online Training	OH&S
Occupational Violence	Orientation & Annual	Mandatory	All ORH Staff	Online Training	OH&S
OHS	Orientation & Annual	Mandatory	All ORH Staff	Online Training	OH&S
Cybersecurity training for health services	Orientation & Annual	Mandatory	All ORH Staff	Online Training	MPS Managers

Orbost Regional Health Position Description – Attachment 2
Organisation wide – Orientation & Annual Information Update

Focus area	Frequency	Classification	Staff	Training Type
Occupational Health & Safety	Orientation & Annual	Info Update	All ORH Staff	Manager Discussion
People & culture	Orientation & Annual	Info Update	All ORH Staff	Workshop
Diversity	Orientation & 2 years	Info Update	All ORH staff	Manager Discussion
Clinical Governance	Orientation & annual	Info Update	All ORH staff	Manager Discussion
Resource Management	Orientation & 2 years	Info Update	All ORH staff	Manager Discussion
Risk Management	Orientation & Annual	Info Update	All ORH staff	Manager Discussion
Quality Improvement	Orientation & Annual	Info Update	All ORH staff	Manager Discussion
Partnering with Consumers	Orientation & Annual	Info Update	All ORH staff	Manager Discussion
Performance Reporting and Monitoring	Orientation & 2 years	Info Update	All ORH staff	Manager Discussion
Patient Rights & Responsibilities	Orientation & Annual	Info Update	All ORH staff	Manager Discussion
Emergency management & Business Continuity	Orientation & Annual	Info Update	All ORH staff	Manager Discussion
Review & Planning Process	Orientation & 2years	Info Update	All ORH staff	Manager Discussion
Environmental sustainability	Orientation & 2years	Info Update	All ORH staff	Manager Discussion