

## Position Description

Position Title	Lifestyle Assistant
Position Number	30008809
Division	Community and Continuing Care
Department	Stella Anderson
Enterprise Agreement	Health And Allied Services, Managers and Administrative Workers (Victorian Pub Sector)(Single Interest)EnterpriseAgreement 2021-2025
Classification Description	Leisure Lifestyle Assist G1 – G2
Classification Code	IN31 – IN32
Reports to	Nurse Unit Manager
Management Level	Non Management
Staff Capability Statement	Please click here for a link to <a href="#">staff capabilities statement</a>
Mandatory Requirements	<ul style="list-style-type: none"> <li>• National Police Record Check</li> <li>• National Disability Insurance Scheme (NDIS) Check</li> <li>• Drivers Licence</li> <li>• Immunisation Requirements</li> </ul>

### Bendigo Health

Bendigo Health is a leading regional health service, learn more about us by visiting our website: [Bendigo Health Website - About Bendigo Health](#)

As an organisation we are committed to delivering safe, inclusive and high-quality care to our diverse communities across the Loddon Mallee Region. We value and respect the unique backgrounds, cultures and experiences of the people we serve and those who work with us.

We are a proud child safe organisation, dedicated to the safety, wellbeing and voice of all children and young people. We are committed to creating a culturally safe and welcoming environment where Aboriginal and Torres Strait Islander peoples—adults, children and families—are respected, supported and empowered to express and celebrate their culture.

### Our Vision

To be a trusted regional healthcare service recognised for delivering exceptional care, being a great place to work, and being deeply connected to our community.

### Our Values

**PASSIONATE** – We are passionate about doing our best – for our patients, our colleagues and our community.

**ACCOUNTABLE** – We take ownership of our actions and outcomes, always striving for integrity and improvement.

CARING – We care deeply for our community – and our community cares for us. Compassion is at the heart of everything we do.

TRUSTWORTHY - We are open, honest and respectful in all that we do – earning the trust placed in us every day.

## **The Position**

The Lifestyle Assistant supports the planning, delivery, and evaluation of meaningful lifestyle and recreational programs that enhance the wellbeing of consumers. Working alongside the Consumer/Lifestyle Coordinator, Facility Manager, and Clinical Manager, the Lifestyle Assistant helps develop and implement activities that reflect each individual's assessed needs, preferences, and goals. The role also contributes to the creation, review, and documentation of personalised lifestyle plans in consultation with consumers and their families, ensuring all plans align with unit protocols and promote a person-centred approach to care.

## **Responsibilities and Accountabilities**

### **Key Responsibilities**

- Assist in developing and implementing annual and individual activity plans in conjunction with the Lifestyle Coordinator.
- Contribute to the compilation of consumer care plans, profiles, and documentation, and maintain records of consumer preferences and participation.
- Ensure the comfort, safety, and engagement of consumers during lifestyle activities, both within and outside the facility.
- Promote consumer participation in community groups and volunteer programs.
- Provide support and information to volunteers.
- Operate and maintain the mini bus and bus hoist safely.
- Maintain accurate statistics, reports, and records as required.
- Perform other duties as delegated by the Lifestyle Coordinator or management.
- Comply with Bendigo Health policies, procedures, and risk management guidelines.
- Promote Bendigo Health internally and externally through effective communication and professional practice.
- Actively participate in service development, team meetings, and staff training, including mandatory programs (e.g., fire/emergency, CPR, infection control).
- Contribute to the collection of relevant clinical data and compliance with departmental procedures.
- Maintain up-to-date knowledge of aged care practices, legislation, and Aged Care Quality Standards.
- Implement documentation requirements to support optimal consumer outcomes.
- Respond appropriately to incidents, including reporting assaults or missing consumers, in line with legislative and organisational requirements.
- Carry out lawful directions as outlined in the position description and professional standards.

## Key Selection Criteria

### Essential

1. Food Handlers Certificate.

### Desirable

2. Effective written and verbal communication skills, with sound computer proficiency.
3. Passion for evidence-based dementia care and a strong understanding of person-centred care principles.
4. Strong time management, interpersonal skills, and ability to work both independently and in a team.
5. Awareness of the social, cultural, and human needs of consumers in an aged care setting.
6. Knowledge of residential aged care documentation requirements and the Aged Care Quality Standards.
7. Positive, enthusiastic, and friendly approach with confidence in engaging internal and external stakeholders.
8. Ability to introduce new ideas and drive change through innovation, influence, negotiation, and persuasion.

## Generic Responsibilities

All Bendigo Health staff are required to:

- Adhere to the **Victorian Government's Code of Conduct**
- Uphold **Occupational Health and Safety** responsibilities, including self-care, safeguarding others, and participating in safety initiatives and reporting.
- Comply with all **Bendigo Health policies and procedures**, including those related to clinical, managerial, and standard work practices.
- Follow **Infection Control** procedures to prevent cross-contamination and ensure the health and safety of all.
- Maintain **strict confidentiality** regarding all organisational, patient, and staff information.
- Engage in **continuous quality improvement** activities aligned with the National Safety and Quality Health Service Standards (NSQHSS).
- Recognise and respect **diversity**, fostering inclusive practices in the workplace and service delivery.
- Support research activities in alignment with the National Clinical Trials Governance Framework to ensure high-quality, safe, and ethical clinical trials and research practices across Bendigo Health
- Staff must carry out all lawful and reasonable directions and comply with relevant professional standards and ethical codes.
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Bendigo Health.
- Maintain ability to perform the inherent requirements of this role. Inherent requirements are the essential tasks necessary to perform this role, including reasonable adjustments. Bendigo Health is

committed to a safe workplace that supports all employees. The role may require specific physical and cognitive abilities, which can be discussed with the manager during recruitment or at any time. We understand that personal circumstances can change and impact your ability to meet these requirements; additional policies are available to guide you through this process. Please request the relevant procedures for more information.

*All Bendigo Health sites, workplaces and vehicles are smoke free.*

*This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.*