



# Position Description

## POSITION DETAILS

Position Title:	<b>Lifestyle Assistant</b>
Reports To:	Lifestyle Coordinator
Enterprise Agreement:	GRACE Aged Care Victoria Enterprise Agreement 2025-2028
Classification Level/Grade:	Lifestyle Level 2 (Cert III qualification), or Lifestyle Level 3 (Cert IV qualification)

## ABOUT US

Woorayl Lodge Inc. is a not-for-profit aged care facility nestled in the lush, rolling hills of South Gippsland, with pristine beaches nearby. Situated in Leongatha, Woorayl Lodge is conveniently located near many of the region's natural attractions, including Wilson's Promontory National Park, Agnes Falls, and Tarra-Bulga National Park. The surrounding area boasts charming cafes, restaurants, and wineries to delight all palates.

Founded in 1956 by the local Rotary Club, Woorayl Lodge opened on December 14, 1960 with just three permanent residents. Today, it has grown to 41 private rooms in the residential aged care section and 29 independent living units, yet remains a proudly community-owned and run facility with a voluntary Board of Management.

As Woorayl Lodge prepares to break ground on stage one of a new building that will add approximately 40 beds, its commitment to providing specialist residential aged care in small communities remains strong. Woorayl Lodge continues to build long-lasting relationships and thrive within its Gippsland community.

## MISSION, VISION AND VALUES

### Mission

Our mission is to provide services and an environment that **enables** residents to **live the life they choose**.

As a long standing Provider of Aged Care services in a small **community**, Woorayl Lodge understands and accepts the responsibility and the importance of treating each person as an **individual**.

Through open discussions, our team of professionals will listen and work with you to **personalise care and services** to meet your needs and choices, enabling you to “**live the life you choose**”.

At Woorayl Lodge, **we are inclusive** of all people. No matter your background, **you are welcome here**.

Woorayl Lodge is committed to providing a friendly environment that supports a lifestyle of wellbeing.

We recognise that to remain viable and to meet changing market demands in Aged Care, a new facility and expanded services need to be explored.

Woorayl Lodge is building a path to a new facility at Boags Road and is committed to keeping all stakeholders informed in a timely and transparent manner and we look to your feedback at all times.

**Woorayl Lodge is excited to enter a new phase and direction of providing a unique model of care to the Leongatha and South Gippsland communities.**

### **Vision**

“Live the Life You Choose”

### **Values**

Inclusive – Community – Understanding – Individuality – Wellbeing

## **POSITION OVERVIEW**

The Lifestyle Assistant is responsible for supporting the delivery of a diverse, engaging and person-centred lifestyle program that enhances the wellbeing, independence and quality of life of consumers (residents).

The role works in partnership with the Lifestyle Coordinator to plan, deliver and evaluate activities that reflect each consumer’s interests, preferences, cultural background, abilities and life experiences. The position supports meaningful engagement, social connection and participation in daily life.

The position operates in accordance with the Aged Care Act 2024, Aged Care Quality Standards, Child Safe Standards and Woorayl Lodge policies and procedures.

Practices must always be carried out in a manner consistent with:

- The mission, vision and values of Woorayl Lodge Inc
- Woorayl Lodge Inc policies, procedures and Code of Conduct
- The Aged Care Act 2024 (Cth) and Statement of Rights
- The Aged Care Code of Conduct
- The Aged Care Quality Standards
- The Child Safe Standards
- The Australian Privacy Principles (Cth)
- The Occupational Health and Safety Act 2004 (Vic)
- Infection prevention and control requirements
- Safe Work Australia and manual handling guidelines

## KEY SELECTION CRITERIA

### Essential

- Certificate III in Leisure and Health, Individual Support or equivalent
- Certificate IV in Leisure and Health or equivalent (required for Level 3 classification)
- Current Level II First Aid Certificate
- Demonstrated experience or ability to support the delivery of lifestyle programs for older people, including those with physical and/or cognitive support needs
- Understanding of rights-based, person-centred aged care and the needs of older people
- Ability to communicate effectively and respectfully with consumers, families, staff and community groups
- Understanding of infection prevention and control practices and safe work practices
- Commitment to ongoing learning, professional development and continuous improvement
- Current satisfactory Police Check and Working With Children Check (or willingness to obtain)
- Evidence of, or willingness to obtain, annual influenza vaccination (or valid exemption in line with organisational policy)

### Desirable/Highly Regarded

- Certificate IV in Leisure and Health or equivalent
- Experience working in residential aged care, disability, community services or a similar setting
- Experience supporting or coordinating group and individual lifestyle activities
- Understanding of dementia care and strategies to support consumers with cognitive impairment
- Skills or interests that enhance lifestyle programs (e.g. music, art, craft, gardening, exercise, technology or community engagement)
- Experience working with volunteers and/or community groups
- Understanding of the Aged Care Quality Standards and continuous improvement processes.

## RIGHTS-BASED CARE COMMITMENT

Woorayl Lodge Inc provides care and services in accordance with the Aged Care Act 2024, the Statement of Rights and the Aged Care Quality Standards. All employees are expected to uphold older people's rights to dignity, choice, independence, privacy, identity, safety, social connection and supported decision-making, and to support consumers to express concerns and access advocacy without fear of reprisal.

## PROFESSIONAL RESPONSIBILITIES

- Work in accordance with Woorayl Lodge Inc policies, procedures, mission, vision and values
- Provide respectful, inclusive and person-centred support to consumers, promoting dignity, choice, independence and social connection
- Perform duties in accordance with the Aged Care Act 2024, Statement of Rights, Aged Care Code of Conduct and Aged Care Quality Standards
- Support the planning, delivery and evaluation of lifestyle programs that reflect individual preferences, abilities and cultural backgrounds

- Encourage and support consumer participation in activities, including those at risk of social isolation or living with dementia
- Assist consumers to engage in meaningful activities and maintain connections with family, community and interests
- Maintain accurate documentation of consumer participation, preferences, feedback and changes in needs
- Communicate effectively with the Lifestyle Coordinator, care staff and other team members regarding consumer wellbeing and engagement
- Work collaboratively as part of a multidisciplinary team and contribute to a positive and respectful workplace culture
- Follow infection prevention and control procedures, including hand hygiene, PPE use and safe work practices
- Comply with safe work practices, including manual handling and reporting of hazards, incidents and risks
- Maintain confidentiality and protect consumer information in accordance with privacy legislation
- Participate in mandatory training, ongoing education and continuous improvement activities
- Act in accordance with the Child Safe Standards and report any concerns in line with organisational procedures.

## KEY RESULT AREAS, ACCOUNTABILITIES & PERFORMANCE MEASURES

The following table outlines the Key Result Areas for this role and the specific accountabilities and performance measures which reflect the primary functions of the position and should not be interpreted as an exhaustive list of duties and activities.

Key Result Areas	Accountabilities	Performance Measures
<b>Lifestyle Program Delivery</b>	<ul style="list-style-type: none"> <li>▪ Support the delivery of a planned lifestyle program that meets consumer needs and preferences</li> <li>▪ Assist in planning and facilitating group and individual activities</li> <li>▪ Support consumer participation in activities, including those with cognitive or physical support needs</li> <li>▪ Assist with outings and community engagement activities</li> </ul>	<ul style="list-style-type: none"> <li>▪ Activities are delivered as planned and reflect consumer interests</li> <li>▪ High levels of consumer participation and engagement</li> <li>▪ Activities are inclusive and adapted to individual needs</li> <li>▪ Positive feedback from consumers and families</li> </ul>
<b>Consumer Rights, Choice and Participation</b>	<ul style="list-style-type: none"> <li>▪ Support consumers to make choices about their activities and daily routines</li> <li>▪ Promote dignity, independence and identity in all interactions</li> <li>▪ Encourage participation and inclusion, particularly for socially isolated consumers</li> <li>▪ Respect cultural, spiritual and individual preferences</li> </ul>	<ul style="list-style-type: none"> <li>▪ Consumers are supported to exercise choice and independence</li> <li>▪ Interactions are respectful and person-centred</li> <li>▪ Increased participation from a diverse range of consumers</li> <li>▪ Consumer preferences are reflected in program delivery</li> </ul>
<b>Teamwork and Communication</b>	<ul style="list-style-type: none"> <li>▪ Work collaboratively with the Lifestyle Coordinator, care staff and other team members</li> <li>▪ Communicate effectively regarding consumer wellbeing, participation and concerns</li> </ul>	<ul style="list-style-type: none"> <li>▪ Effective communication within the team</li> <li>▪ Positive working relationships with colleagues and volunteers</li> </ul>

Key Result Areas	Accountabilities	Performance Measures
	<ul style="list-style-type: none"> <li>Support and work alongside volunteers and community groups</li> </ul>	<ul style="list-style-type: none"> <li>Timely escalation of concerns or changes in consumer needs</li> </ul>
<b>Quality and Continuous Improvement</b>	<ul style="list-style-type: none"> <li>Participate in continuous improvement activities, audits and feedback processes</li> <li>Document consumer feedback, compliments and complaints</li> <li>Contribute ideas to improve lifestyle programs and services</li> </ul>	<ul style="list-style-type: none"> <li>Accurate and timely documentation</li> <li>Active participation in improvement activities</li> <li>Evidence of program improvements based on feedback</li> </ul>
<b>Health, Safety and Infection Prevention</b>	<ul style="list-style-type: none"> <li>Follow all workplace health and safety procedures</li> <li>Apply infection prevention and control practices</li> <li>Report hazards, incidents and risks promptly</li> <li>Use equipment safely and in accordance with guidelines</li> </ul>	<ul style="list-style-type: none"> <li>Compliance with safety and infection control requirements</li> <li>Incidents and hazards reported in a timely manner</li> <li>Safe work practices consistently demonstrated</li> </ul>
<b>Documentation</b>	<ul style="list-style-type: none"> <li>Maintain accurate records of activities, participation and outcomes</li> <li>Document changes in consumer needs and escalate where required</li> <li>Ensure documentation meets organisational and regulatory requirements</li> </ul>	<ul style="list-style-type: none"> <li>Documentation is accurate, complete and up to date</li> <li>Records support continuity of care and program planning</li> <li>Compliance with organisational and legislative requirements</li> </ul>

## PERFORMANCE REVIEW

Performance will be evaluated by the Lifestyle Coordinator or delegate at three months, 5.5 months, 12 months and annually thereafter, or as required.

Performance reviews will assess:

- Demonstration of Woorayl Lodge Inc values and adherence to the Code of Conduct
- Delivery of person-centred, rights-based lifestyle support
- Ability to support consumer choice, independence, dignity and social connection
- Contribution to the planning and delivery of meaningful lifestyle programs
- Quality and accuracy of documentation
- Communication and teamwork within a multidisciplinary environment
- Compliance with the Aged Care Act 2024, Statement of Rights, Aged Care Code of Conduct and Aged Care Quality Standards
- Adherence to health, safety and infection prevention requirements
- Participation in training, education and continuous improvement activities
- Professional behaviour, reliability and time management

Woorayl Lodge Inc aims to support development and improvement through a fair and collaborative review process. Where performance concerns arise, they will be addressed constructively and in accordance with organisational performance and conduct policies.

## EMPLOYEE POSITION DECLARATION

I have read and understand this Position Description and confirm that I have the capacity and commitment to perform the duties described. I agree to comply with Woorayl Lodge Inc policies, procedures, values and Code of Conduct, and to uphold the rights of older people in accordance with the Aged Care Act 2024, Statement of Rights and Aged Care Code of Conduct.

I understand this Position Description outlines the key requirements of my role and may be updated to reflect organisational, operational or regulatory requirements.

**Values Commitment**

I commit to demonstrating the values of Woorayl Lodge Inc in my work and interactions:

- Inclusiveness – ensuring all individuals feel welcomed, respected and valued
- Community – fostering connection, belonging and shared purpose
- Understanding – listening and responding with empathy and respect
- Individuality – recognising and supporting each person’s unique needs and identity
- Wellbeing – promoting dignity, comfort, safety and quality of life

I will uphold these values in all aspects of my role and contribute to a positive, rights-based culture that empowers older people to live the life they choose.

**Signature\*:** \_\_\_\_\_

**Print name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*\*If completing electronically, typing your name is acceptable.*