



Position description

Title	Lifestyle Enhancement Coordinator: Sisters and Women in Care
Reports to	Regional Operations Coordinator, VIC, WA, NZ
Collective Agreement	Good Shepherd Australia New Zealand Collective Agreement 2016
Classification & Salary	SCHADS Level 5, \$80,640.56 + super, salary packaging available
Employment Status	Ongoing, Full time
Primary Location	Victoria
Date	January 2020
Good Shepherd Australia New Zealand (GSANZ)	
<p>Our three-year strategy outlines the world we want to see and our role advancing in it. It also speaks to the positive impact we will deliver to support women, girls and families to be safe, secure, strong and connected. We are committed to tackling the issues of our time which adversely affect them. We work to advance equity and social justice and support our communities to thrive.</p> <p>We seek to increase economic participation and wellbeing, to build resilience, improve safety and bring about system change. We offer microfinance programs and products, financial counselling and coaching, family violence support, parenting programs and playgroups, education programs and community houses. These services are complemented by research and advocacy to address the underlying structural causes of injustice, exclusion, and inequality.</p>	
Role Purpose	
<p>This position is primarily responsible for actively promoting the wellbeing of the Good Shepherd Sisters and Women who live in Residential Aged Care.</p> <p>The role integrates the provision of direct holistic lifestyle enhancement and support including support to those with dementia, disability and/or those who have a background of trauma.</p> <p>It involves coordinating and managing partnerships with residential aged care external services to achieve optimal autonomy and wellbeing for Good Shepherd Sisters and women.</p> <p>The objective of the position is to enhance the lifestyle Of Good Shepherd Women and Sisters in care by:</p> <ul style="list-style-type: none"> • Develop and deliver a range of strategies to promote the overall wellbeing of Sisters and women in care in collaboration with the CASS team. • Designing, developing and delivering lifestyle enhancement programs that incorporate both individual and group approaches • Designing, developing and delivering lifestyle enhancement programs that are person centered, combine a range of activities and incorporate different environmental experiences. • Integrating best practice, evidence-based principles for lifestyle for people who have dementia in program design • Integrating best practice, evidence-based principles for lifestyle for people who have a disability and/or trauma in program design • Reporting any adverse circumstances impacting Good Shepherd Sister and Women in Care to the Regional Operations Coordinator <p>Collaborating with the CASS team to provide effective advocacy for Sisters and Women in care.</p>	

Responsibilities of all Good Shepherd Employees

Strategy

- Deliver service in line with team operational plan and GSANZ's strategic plan
- Demonstrate understanding of social justice and community capacity building concepts
- Liaise with the Regional Operations Coordinator, VIC, WA, NZ to ensure adherence to financial guidelines and financial management
- Deliver lifestyle enhancement programs within agreed budgets
- Contribute to risk management

People

- Demonstrate commitment to own learning and development
- Work collaboratively with the CASS team and residential care staff to enhance lifestyle for Sisters and Women in care.
- Participate actively in regular supervision
- Participate in staff development opportunities, as planned and required
- Take responsibility for own wellbeing

GS Women and Sisters in Care

- Develop and maintain compassion, respect and a sound understanding of the need and preferences of the Women and Sisters in care
- Ensure decisions regarding care and support are made in consultation with the person and/or their significant others as appropriate.
- In consultation with the person; develop and provide lifestyle enhancement and support that promotes healthy ageing and emotional, psychological and physical wellbeing
- Assist GS Women and Sisters in care with transport to medical appointments or other health services as required
- Observe and monitor the health and wellbeing of GS Sisters and women in care
- Advocate on the Women's and Sisters behalf to residential aged care providers if appropriate, with permission and in collaboration with your Manager.
- Report and record any concerns or changes including any incidents or injuries to Sisters and Women in care immediately to your Manager
- Support Women and Sisters in care to complete advance care directives and other documents as required.
- Observe and make changes in living environments and equipment to promote autonomy, independence and safety in collaboration with the CASS team and Residential Services staff.
- Manage and coordinate hospital visits including providing emotional support.

Service Delivery and Operations

- Coordinate milestone events including jubilees, birthdays and other significant occasions.
- Maintain case notes and other documentation
- Respond to medical emergencies
- Maintain petty cash and manage other expenditure consistent with the policies of GSANZ.

Stakeholders

- Develop and maintain constructive, collaborative relationships with Good Shepherd sisters and women in care and other GSANZ teams and departments
- Liaise with any other internal and external stakeholders regarding the needs and requirements of the client individually and collectively
- Manage and maintain effective relationships with internal and external stakeholders

Compliance

- Demonstrate behaviour consistent with GSANZ mission, values, behaviors and policies at all times
- Maintain agreed quality standards
- Maintain OH&S standards at all times
- Use Personal Protective Equipment as required
- Ensure practice complies with legislation

Qualifications, Experience and Mandatory Requirements

- Certificate IV in Leisure and Health or equivalent (highly desirable)
- Minimum of 3 + years previous experience in aged/community care setting delivering lifestyle programs
- Experience in delivering pastoral support (highly desirable)
- Demonstrate a commitment to social justice and alignment with the values and mission of GSANZ
- Demonstrate a person centric approach
- Ability to develop and foster partnerships with external organisations and individuals.
- Participate in meetings as required
- Ability to identify, report and record risk to individuals and/or GSANZ
- High level written and verbal communication and interpersonal skills
- High level ability to coordinate lifestyle service delivery
- To be “on call”, as per roster
- Attain and maintain professional registration (if applicable)
- Keep up to date with industry requirements and changes
- Maintain effective documentation, reporting and undertake a range of other administrative duties
- Strong focus on team collaboration and support for others.
- Satisfactory police check
- Satisfactory Working with Children Check (WWCC)

A current Drivers Licence

Values & Behaviours - We are all co-responsible for the delivery of the Good Shepherd Mission and living our values by modelling these behaviours in all that we do.

Additional information

Employment is subject to:

- A current Police Record Check
- A current Working with Children Check (WWCC) or state equivalent
- Proof of the right to work in Australia

Work Health and Safety (WH&S): All team members are required to carry out their duties in a manner that does not adversely affect their own health and safety and that of others by reporting all incidents and injuries as well as cooperating with any measures introduced in the workplace to improve WH&S.

Pre-existing injury: The person appointed to this position will be required to disclose any pre-existing injuries or disease that might be affected by employment in this position. This will assist the organisation in providing a safe work environment.

Equal opportunity: Good Shepherd is an equal opportunity employer. We recognise the rich diversity of people across Australia. We are committed to ensuring that our team is reflective of the diverse community we serve and to supporting a culture of equity, inclusion and diversity.

All team members have a responsibility to be familiar with and adhere to the organisation’s policies and procedures.

Child Safe Employer: Good Shepherd Australia New Zealand is a Child Safe employer. Employment is subject to satisfactory referee checks, a current employment working with Children Check, National Criminal History check and proof of the right to work in Australia.

Cultural competency: Good Shepherd strives to maintain a culturally competent and inclusive workplace. All team members are expected to undergo cultural competence training as part of their professional development plans.

Salary packaging is available to all employees.