

Position Description**Form no: 5.0.4****POSITION:** WELLBEING ASSISTANT**PD No:** 5.2**Purpose:**

Responsible for assisting in the planning, implementation and evaluation of an well-being program that contributes to residents' overall well-being and person by respecting their identity, culture and diversity and supporting them to; participate in their community, to have social and personal relationships and to do the things of interest to them.

Key Selection Criteria:**Preferred Qualifications:**

1. Current First aid certificate – Level 2 or must be completed prior to commencement
2. Certificate IV in Leisure & Health (CHC43415) or similar qualification
3. Certificate IV in Aged Care or Disability

Essential KSC:

1. Experience in residential aged care including dementia care
2. Computer literacy – e.g. email/word/publisher
3. Willingness to upskill in the role

Conditions of employment: According to the relevant Eva Tilley Memorial Home EA and Contract of Employment

Responsible to: Director of Care and/or Lifestyle/Volunteer Coordinator

Main responsibilities:

- Assists with the planning, implementation and evaluation of the well-being program
- Participates in resident assessment, planning, implementation and evaluation of residents' well-being and lifestyle plan
- Records participation evaluation following each activity
- Documents and reports exceptions to the well-being and lifestyle plan or any changes in the resident's health status in the progress notes
- Assists to support the volunteers on a day to day basis
- Provides individual well-being activities to meet individual resident's needs and preferences
- Facilitates small and large group and community activities including outings according to the Lifestyle/Well-being program calendar and Lifestyle/Well-being program guide and individual lifestyle plans.
- Uses a strength-based approach when delivering a well-being activities that empowers independence and promotes enjoyment.

Reporting requirements: Director of Care and/or Lifestyle/Volunteer Coordinator

Performance appraisal: at 3 months, then annually and as requested by employer/ employee

Position Description**Form no: 5.0.4****POSITION:** WELLBEING ASSISTANT**PD No:** 5.2**Key Results Areas (KRAs) and performance criteria****1. CONDUCT**

- 1.1 The organisation's goal, mission and values are reflected in your everyday work.
- 1.2 Demonstrates personal presentation according to the Dress Code in the Staff Handbook.
- 1.3 Demonstrates the ability to work well with others including being reliable, flexible, and willing to do a variety of tasks with a positive attitude.
- 1.4 Interacts with residents in a kind and caring manner that is respectful of each resident's identity, culture and diversity.
- 1.5 Treats residents with dignity and respect including; supporting them to make choices about their care and services and to be independent.
- 1.6 Communicates in a way that builds positive relationships with residents and their visitors.
- 1.7 Respects residents' privacy and keeps their personal information confidential and only shares information on a need to know basis with other staff, services and or other service providers.
- 1.8 Demonstrates expected standards of behaviour (below) toward work colleagues for all activities connected with work including, outside normal working hours, conferences, social functions, texting, emailing and using social media:
 1. Be **polite** to each other
 2. Treat each other with **dignity** and **respect**
 3. Treat each other **honestly** and **fairly**
 4. Have **tolerance** for difference
 5. Work **together**
 6. **Listen** and **respond respectfully** to others' point of view
 7. Work **professionally** and **safely**.

2. HEALTH & SAFETY

- 2.1 Participates in the risk management program and contributes to a safe work environment for self, other staff, and volunteers; and a safe service environment for residents and visitors.
- 2.2 Reports immediately, any equipment or situation which has the potential to cause harm.
- 2.3 Completes an Adverse Event or Facility Feedback Form for an event or situation that; resulted, or could have resulted, in harm to a resident, staff member or visitor; or a complaint, loss or damage.
- 2.4 Participates in problem solving processes to resolve health and safety issues.
- 2.5 Does not use any type of restraint for a resident without medical/nurse practitioner or registered nurse authorisation.
- 2.6 Demonstrates an understanding of all types of elder abuse, the appropriate action to take and the reporting requirements according to your role.

3. QUALITY IMPROVEMENT

- 3.1 Provides safe, quality care/service as a priority in your everyday work.
- 3.2 Provides competent care/service in accordance with the organisation's documented policies and procedures, and legislative requirements relevant to your role.
- 3.3 Encourages and supports residents to provide feedback and to make complaints, including completing an Adverse Event or Facility Feedback Form on their behalf according to their wishes.
- 3.4 Actively participates in team meetings and quality improvement lifestyle to improve the quality and safety of the care and services provided.

4. KNOWLEDGE & SKILLS

- 4.1 Maintains own knowledge and skills for safe care/services by completing annual mandatory training and competency assessments related to your role; participating in ongoing education sessions, tool-box training and; reading communication/notice boards, newsletters and memos.
- 4.2 Annual training objectives are completed following performance appraisal to ensure you have the right skills and knowledge to perform your role.
- 4.3 Participates in relevant professional and network groups (recommendation only).

<i>Position Description</i>	<i>Form no: 5.0.4</i>
------------------------------------	------------------------------

POSITION: WELLBEING ASSISTANT	PD No: 5.2
--------------------------------------	-------------------

5. WELL-BEING/LIFESTYLE PROGRAM

- 5.1 Evidence of assisting the Lifestyle/Volunteer Coordinator to plan, implement and evaluate the lifestyle program
- 5.2 Evidence of participating in resident assessment, planning, implementation and evaluation of their well-being and lifestyle plans
- 5.3 Documentation demonstrates records of participation evaluation following each activity and verbal and written reporting of exceptions or when there are changes in the resident’s health status in the progress notes. Verbal reports are made to the Lifestyle/Volunteer Coordinator or RN in Charge.
- 5.4 Evidence of support provided to volunteers on a day to day basis
- 5.5 Evidence that activities are being conducted according to the Well-being and Lifestyle program calendar and Well-being and Lifestyle program guide and individual lifestyle plans. And that a strength-based approach is being used to empower independence and to promote enjoyment.

Position Description**Form no: 5.0.4****POSITION:** WELLBEING ASSISTANT**PD No:** 5.2

Physical Demand Analysis		Type of Work: A = Administrative C = Care S = Services	
		Frequency: Continuous (C) = 75% to 100% of the shift Frequent (F) = 25% to 75% of the shift Infrequent (I) = 0% to 25% of the shift <i>Note: Assistive technology will be considered on an individual basis.</i>	
Physical demand	Frequency for type of work		Description
		C	
Standing and Walking		C	Standing and walking are major requirements for carrying out tasks and are required for movement around the facility. The ability to fully use both legs on variable surfaces is required.
Sitting		I	Sitting is required when carrying out documentation or administrative tasks.
Climbing		I	Climbing is required to go up and down stairs and steps. Requires body agility and the ability to use both legs and feet and hands/arms to use hand rails. A lift is available to move from one floor to another.
Balancing		C	Balancing is required to maintain body steadiness to prevent falling when walking, standing, crouching and/or lifting whilst carrying out task requirements.
Lifting and carrying		F	Lifting and carrying is required in the movement of objects around the facility including movement from lower to higher and/or horizontally and/or place to place. The ability to fully use both arms and hands is required.
Pushing and Pulling		F	Pushing and pulling objects around the facility including but not limited to trolleys, wheeled chairs and manual handling equipment.
Bending & Crouching		F	Bending at waist level whilst carrying out tasks is required. Ability to crouch to floor level when required.
Kneeling		I	Kneeling can be required whilst carrying out tasks.
Reaching & stretching		F	Reaching and stretching is required in carrying out tasks, and in the movement of objects within the facility.
Twisting		F	Twisting may be required in carrying out tasks. The ability to reach in all directions and to twist at the waist is required.
Grasping/ Finger Movement		F	Grasping and fine finger movement is required to hold objects. The ability to do repetitive motions with hands, wrists and fingers is required.
Handling and Feeling		C	Finger dexterity and hand-eye coordination, along with full hand and wrist movement is required. The ability to distinguish the features of objects by touch, particularly with the fingertips is required.
Talking & Communicating		C	Talking and communicating is required to carry out tasks. An excellent understanding of the English language and the ability to communicate effectively is required.
Hearing		C	Hearing and the ability to interpret what is being heard is required to carry out tasks. Ability to maintain hearing acuity, with correction, if required.
Vision		C	Vision and ability to recognise objects to determine depth perception, to discriminate between colours and read documents is required to carry out tasks. Ability to maintain 20/40 vision using correction, if required.
Smelling		F	Ability to distinguish odours and identify hazards is required when carrying out tasks.
Repetitive Motions		I	Repetitive motions of the wrists, hands or fingers are required when carrying out tasks.

Position Description	Form no: 5.0.4
-----------------------------	-----------------------

POSITION:	WELLBEING ASSISTANT	PD No: 5.2
------------------	---------------------	-------------------

TRAINING ANALYSIS		Name:				
SKILLS & COMPETENCIES	Date:					
Skills -all staff (as relevant to role)						
1. Good communication skills						
2. Resident-centred care / services						
3. Complaint handling using 6 step method						
4. Works well within the team						
5. Decision making						
6. Problem solving						
7. Time management						
8. Safe work practices						
9. Incident reporting						
10. Meets legal documentation requirements						
11. Record management						
12. Stock control						
13. Use of the telephone system						
14. Computer literacy						
15. Participates in improvement activities						
Mandatory annual competencies						
1. Fire and emergencies						
2. Firefighting equipment						
3. Elder abuse reporting						
4. Workplace Bullying						
5. Hand hygiene and the 5 moments						
6. Personal Protective Equipment						
7. Outbreak Management						
8. Manual handling						
9. CPR (nursing staff)						
10. Choking (nursing & care staff)						
11. Medication administration (if applicable)						
Competencies - specific to role						
1. Basic food handling						
2. Behaviour management strategies						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
Manager initial						
Staff Member initial						

Key for skills: 1 = Requires education 2 = Requires coaching 3 = Independent 4 = Able to educate others

Key for competencies: C = Competency NYC = Not Yet Competent NC = Not completed

I(Please Print) have read and understand the Position Description requirements including the Physical Demands and agree that I have the capacity to do this position. I agree to follow the requirements set out in the position description and understand that the information provided is a general outline and may not include every aspect of the position.

Signature: _____

Date: _____