

Position Description – Care and Leisure Support Assistant Grade 3

Position Title:	Care and Leisure Support Assistant	Reports To:	Care and Leisure Support Coordinator
Supervising:	NA	Liaises With:	Residents, resident’s families and advocates, Allied Health Professionals
Employment Instrument:	Mayflower Health and Aged Care Employees Enterprise Agreement 2021		
Classification:	Grade 3 (Wage Skill Group 8)		

Our Vision:	Care without Compromise
Our Mission:	<i>“Mayflower with staff works as one to enhance quality of life choices in all aspects of care delivery”</i>
Our Values:	<p>Compassion We care for those in need with empathy and understanding</p> <p>Excellence We strive for quality and distinction</p> <p>Integrity We are honest, ethical and sincere</p> <p>Respect We recognise the value, uniqueness and dignity of every</p>

Position Purpose:	<p>The Care and Leisure Support Assistant Grade 3 contributes to the planning and implementation of residents Lifestyle Programs (person-centered holistic care model) under limited supervision.</p> <p>The role also participates in the review of established Lifestyle Assessments and provides general guidance and support to volunteers within the Care and Leisure Service.</p>
Qualifications and requirements:	<p>Mandatory</p> <ul style="list-style-type: none"> • Certificate 4 in Leisure and Health or other relevant qualification including Certificate IV/Diploma of Community Services, Cert IV in Fitness • Full driver’s licence • NDIS worker screening check • Full Covid Vaccination • Level II First Aid and CPR <p>Desirable</p> <ul style="list-style-type: none"> • Food Handling Certificate • Flu vaccination
Key Selection Criteria	
<p>Essential</p> <ul style="list-style-type: none"> • Understanding of and experience engaging with the elderly from diverse backgrounds, cultures, and beliefs, including people living with physical and mental impairment • Experience planning and implementing lifestyle and fitness programs to a diverse audience • Ability to work as part of a team and autonomously • Excellent communication skill, both written and oral • Intermediate computer skills <p>Desirable</p> <ul style="list-style-type: none"> • Knowledge of the Aged Care Standards • Fluent in a second language 	

Responsibilities/Duties	
Quality Service	<ul style="list-style-type: none"> Assist with the planning and implementation of resident’s programs Support the review of established Lifestyle Assessments Facilitates community outings and direct care activities that promote good mental and physical health, support independence, and positive socialisation Provide social and emotional support to residents (person-centred holistic care model) Provide one-on-one support to residents with cognitive impairment (i.e dementia and behavioural disorders), including individual therapy activities and specific programs designed to prevent or manage a particular condition or behaviour and to enhance the quality of life Assist with meal delivery and feeding
Reporting and Documentation	<ul style="list-style-type: none"> Report observed changes in resident behaviour, health(mental/physical), or care needs Ensure all documentation is reflective of individualised care delivered Complete progress notes accurately and relevant to the resident
Leadership	<ul style="list-style-type: none"> Actively encourage positive participation Support and guide Leisure and Care Support Assistants (grade 2), volunteers, and student placements
Communication	<ul style="list-style-type: none"> Participate in collaborative and appropriate support to Allied Health Professionals, families, and residents
Compliance	<ul style="list-style-type: none"> Operate in accordance with legislative and quality standards Adhere to the Aged Care Act and relevant legislative and regulatory requirements
Skills and competencies	<ul style="list-style-type: none"> Remain aware of relevant legislative standards and guidelines Participate in meetings and in-service training sessions Pursue ongoing development and contribute to continuous improvement
Work Health Safety	<ul style="list-style-type: none"> Comply with the OHS Act 2004 including: Take reasonable care to ensure your own safety, not place others at risk by any act or omission, follow safe work practices and procedures, use and care for equipment as instructed, not wilfully and recklessly interfere with safety equipment, report hazards and injuries, and cooperate with Mayflower to meet OHS obligations.

Key Performance Indicators
<ul style="list-style-type: none"> Deliver residents programmes as prescribed based on a person centred model Minimise service delivery complaints Progress notes are entered accurately and timely Colleagues, volunteers, student placements and other stakeholders (Allied Health Professionals, residents’ families) are positively supported and engaged

I have read, understood and accept the above position description.

Employee Name:		Signature:		Date:	
Manager Name:		Signature:		Date:	

Copy to Employee Copy to Personnel File

Completed By: (Initials)

Date: / /