

Position Title: Meaningful Life Coordinator

Campus: Grampians Health Care Communities

Directorate: Community and Aged Care

Department: Aged Care

Reporting to: Meaningful Life Manager and the Nurse Unit Manager

Direct Reports: Meaningful Life Partner

Appointment Terms/Conditions:

Classification and Code: Lifestyle Assistant Grade 3 (IN33)

Enterprise Agreement: Health and Allied Services, Managers & Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement

ORGANISATIONAL INFORMATION

Grampians Health was established on 1 November 2021, bringing together Edenhope and District Memorial Hospital, Stawell Regional Health, Wimmera Health Care Group and Ballarat Health Services as one united health service. More information can be found at www.grampianshealth.org.au

Our purpose is to provide high quality and accessible health care services in each of the communities we serve. We currently service the healthcare needs of more than 250,000 Victorians and we employ more than 6,300 people across 21 campuses and sites with an annual operating revenue of over \$700m.

Collaboration	Compassion	Accountability	Respect	Innovation
<i>We are stronger together.</i>	<i>We show that we care.</i>	<i>We do what we say and say what we do.</i>	<i>We appreciate and value all people.</i>	<i>We adapt and innovate to achieve best outcomes.</i>
Recognising and utilising strengths to share knowledge, solve problems, build relationships and deliver the best outcomes possible.	All people deserve to be treated with compassion, kindness and empathy.	Openness, honesty and transparency support us to be courageous, take responsibility for our actions and follow through on our commitments	Our actions and words reflect our commitment to a safe and fair health service for all.	Every day, we apply expertise and integrity to make responsible choices, always striving for continuous improvement.

POSITION PURPOSE

The Meaningful Life Coordinator is responsible for the development, implementation and coordination of meaningful engagement across the care community, that will influence and enrich the quality of life for residents. This will be delivered through meaningful activities and purposeful engagement that is supporting of holistic wellbeing.

The Coordinator will have an understanding an understanding of resident's person-centred needs, while partnering with families and the community to provide meaningful and enjoyable experience, that take into consideration residents lifestyle preferences.

In addition, this position is also responsible for modelling leadership and supporting the meaningful life team in the care community, while displaying passion and drive to enriching the lives of the residents, through stimulating and engaging activities to maximise their wellbeing.

KEY ACCOUNTABILITIES

- Develop, implement and coordinate meaningful engagement, across the care community, that include activities that reflect a person-centred model of care, in line with the Aged Care Quality Standards.
- Participate in the coordination of new and/or existing meaningful activities and person-centred engagement, which meet residents' goals, needs and preferences.
- Coordinate and be responsible for all meaningful life residents' assessments, care plans, resident iCare profiles and documentation.
- Provide leadership, mentoring and support to the meaningful life team, volunteers and students in the care community.
- Conduct monthly team meeting with your direct reports, and monitor meaningful life team members performance, human resource needs, including but not limited to team member inductions, recruitment and performance management, with support from the Meaningful Life Manager as required.
- Attend and provide reports / feedback at resident, relative and care community team meeting
- Coordinate regular resident and relative surveys/ audits, and report progress and outcomes to Meaningful Life Manager.
- Coordinate the Meaningful Life budget for the Care Community within the, Delegations of Authority consistent with the role.
- Build connections with the community to deliver high quality, innovative and person-centred activities.
- Coordinate rostering, Optima, training and professional development for direct reports.
- Coordinate the Care Community Facebook page.
- Respond in a timely manner to any complaints or concerns raised.
- Review, document and respond appropriately to potential risks, incidents and near misses. Team members are educated on risks associated with the department/facility.
- Lead and support team members through departmental and/or organisational changes to ensure there are clear and effective consultation and communication processes in place.

KEY SELECTION CRITERIA

Qualifications

- Certificate III/IV qualification in dementia care, leisure and health, aged care or leadership or relevant experience and/or willingness to obtain.

Technical/Professional Knowledge and Skills

- Experience and a passion to assist in the coordination of innovative and creative meaningful experiences in the care community, with the aim to achieve purpose and a high quality of life in line with residents' choices.

- Experience in innovative approaches to delivering events and developing holistic programs for resident while supporting and maintaining their independence, keeping them connected to the community.
- Models and inspires leadership in the team, is self-motivated, has well-developed organisational skills, with the ability to delegate and work under pressure when needed.

Work Environment

- Ability to work as part of an inter-disciplinary team, by creating and delivering on a person-centred approach, while developing positive relationships.

Personal attributes

- Actively seek feedback and suggestions from residents and families to use to support their choices.
- Demonstrate an understanding of Aged Care Quality Standards.
- Understanding and knowledge of people living with dementia
- Excellent communication and organisational skills, with strong computer and customer service skills
- Experience with the Aged Care software program iCare is desirable.
- Victorian Driver's Licence

ORGANISATIONAL REQUIREMENTS

- Grampians Health is committed to a consumer centred approach in the provision of health care and services, consistent with our values, purpose and vision. It is expected that team members demonstrate the core values of consumer centred care in every interaction.
- All team members of Grampians Health are responsible for supporting the safety, participation, wellbeing and empowerment of children.
- Quality care is a strategic and operational priority at Grampians Health, achieved through our Governance Framework.
- Participation in the Grampians Health integrated quality improvement and risk management systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for continuous improvement in your workplace through communication and consultation with managers and colleague.
- You must ensure that the affairs of Grampians Health, its patients, clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of Grampians Health.
- All team members must adhere to infection control policies and procedures, together with any State and/or Commonwealth Government Covid19 rules, protocols and orders.
- In accordance with current legislation and organisational policy, employees must be willing to undertake and maintain a police check, working with children check and where necessary an NDIS Worker screening check. Ongoing employment will be dependent on the provision of satisfactory checks.

OTHER RELEVANT INFORMATION

- At Grampians Health we recognise and respect diversity. Each person has a right to high-quality health care and opportunities regardless of diversity factors which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age, and socioeconomic status. Inclusiveness improves our service to our community and promotes engagement amongst Grampians Health employees.
- All Grampians Health employees are required to take reasonable care of their own health and safety in the workplace as well as take reasonable care for the health and safety of others who may be affected their acts or omissions. Persons with delegated management functions have an additional duty to provide and maintain a working environment that is safe and free of risks to health, so far as is

reasonably practicable in areas where they have management or control. All employees have a duty to report issues they cannot rectify, follow all existing Grampians Health policies and protocols relating to health, safety, wellbeing and injury management and cooperate with any action taken by Grampians Health to comply with the OHS Act or Regulations.

- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive
- Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- An annual performance review will occur with your Manager. Your performance review is intended to be a positive discussion, outlining the key roles and responsibilities outlined in this Position Description. The performance review discussion provides an opportunity to clarify your role, revise key performance activities and identify any objectives or goals for the year ahead.