

Position Description

At REDHS, our vision is to be a trusted leader in our local rural health care. **Growing Together – Our People, Our Culture, Our Future.** reflects our commitment to achieving this by fostering a workplace where people feel valued, respected and connected.

As a trusted service provider, our actions shape our culture and influence the experience of those we serve. This Position Description outlines the responsibilities and expectations of the role and its contribution to our mission and strategic objectives. At REDHS, how we achieve outcomes is as important as the outcomes themselves. All employees are required to comply with the REDHS values and demonstrate them consistently in their daily work to support our people, strengthen our culture and positively impact our community.

Position Title	Lifestyle Team Leader
Position ID	
Department	Aged Care
Award	Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employer) Enterprise Agreement 2025-2027
Classification	Depending on Qualifications
Employment Type	Full Time – ongoing
Reports To	Director of Clinical Operations
Direct Reports	Lifestyle assistant (3)
Date Document Approved	August 2026
Approved by	Director Clinical Operations
Purpose of Position	The Lifestyle Coordinator is responsible for coordinating, implementing and evaluating meaningful lifestyle, leisure, wellbeing and social support services across Yalukang Aged Care. The role will work closely to with the Transition Care Program and REDHS Social Support Services. The role supports older people to maintain their identity, independence, relationships, abilities, interests and connection with their community. Services are developed in partnership with older people and, where appropriate, their families, carers, registered supporters and representatives. The position works collaboratively across residential aged care, acute care, allied health, nursing, Transition Care Program services and community services to provide coordinated and individualised support. This includes supporting Transition Care Program participants accommodated in the acute setting to maintain social connection, wellbeing and engagement in restorative activities while preparing for their transition home or to another care setting. The role promotes a rights-based approach that respects each person's dignity, autonomy, diversity, culture, preferences, communication needs, choice and control. Programs and services will be culturally safe, inclusive, trauma-aware and responsive to each person's strengths, goals and assessed needs. The coordinator provides leadership and operational oversight to the Lifestyle team and ensures services comply with the Aged Care Act 2024, the Statement of Rights, the strengthened Aged Care Quality Standards and relevant REDHS policies and governance requirements.

Key Accountabilities & Performance Indicators (Focus on 6–8 high-impact areas)

Key Accountabilities (Strategic Focus)	Performance Indicators (Measures of Success)
Lifestyle Program Development and Delivery	Develops, coordinates and evaluates a varied program of individual and group activities across residential aged care and collaborates closely with the Social Support Services. Programs, the Consumer Experience & Quality Officer and the

	REDHS events coordinator to reflect people's interests, strengths, identities, cultures, abilities and preferences and include opportunities for social, physical, emotional, cognitive, spiritual and community engagement. Provides a program in advanced that is communicated to residents and their families and friends
Person-Centred Care Planning	Resident social histories, preferences and lifestyle assessments are completed and maintained. Individual lifestyle goals are documented and reviewed in consultation with residents and families. Plans are changed reviewed following changes in needs, circumstances and preference. Works with Bed based TCP participants to remain socially connected and engaged while in hospital.
Resident Engagement and Wellbeing	Residents are encouraged and supported to participate in activities. Participation levels and resident wellbeing outcomes are monitored and documented.
Community and Volunteer Engagement	Establishes and maintains positive relationships with volunteers, community groups and external providers. Volunteers are appropriately supported, guided and utilised within programs. Engagement, social connection, wellbeing and quality-of-life outcomes are monitored, evaluated and used to inform service improvement.
Specialised Activity Planning	Individualised activities are developed for residents with dementia, mobility limitations, those confined to bed and residents with special cultural or social needs.
Communication and Collaboration	Works effectively with care staff, residents, families and the multidisciplinary team. Reports changes in resident wellbeing promptly and contributes to positive resident outcomes. Works closely with the Consumer Experience and Quality Officer to conduct the Resident and Family meetings quarterly
Leadership & Workforce coordination	Provides day-to-day leadership, supervision and support to Lifestyle Assistants staff. Coordinates workloads, program coverage and team communication. Supports staff development, role clarity, reflective practice and compliance with mandatory education and organisational requirements.
Documentation and Reporting	Lifestyle documentation, care plan contributions, activity records, newsletters and reports are completed accurately and within required timeframes.
Quality, Safety and Continuous Improvement	Identifies opportunities for service improvement, reports incidents and hazards, manages resources responsibly and complies with organisational policies, accreditation standards and legislative requirements.
Values and Culture	Actively demonstrates and embeds the REDHS values in all actions, decisions and interactions, contributing to a safe, respectful, inclusive and high-performing culture aligned to Growing Together – Our People, Our Culture, Our Future.
Actively demonstrates and embeds the REDHS values in all actions, decisions and interactions, contributing to a safe, respectful, inclusive and high-performing culture aligned to	- Consistently demonstrates behaviours aligned to REDHS values in daily practice. - Treats consumers, colleagues and community members with respect, fairness and professionalism. - Takes personal accountability for actions, follows through on commitments and raises concerns appropriately.

Growing Together: Our People. Our Culture. Our Future.	• Contributes positively to team culture and psychological safety. • Participates in engagement, learning and improvement activities that strengthen service quality and sustainability. • Uses organisational resources responsibly and supports environmentally and financially sustainable practices.
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Key Relationships

Internal Relationships
• Director of Clinical Operations • Residential Care Manager • Acute Manager • Social Support Team Leader • Consumer Experience & Quality Officer • Registered Nurses and Enrolled Nurses • Personal Care Workers • Allied Health Staff • Quality and Clinical Governance Team • Hospitality and Support Services Staff • Executive and Management Team
External Relationships (Community, Industry etc)
• Residents and families • Volunteers • Local community groups and clubs • Schools and educational organisations • Entertainment providers • Religious and cultural organisations • Allied health service providers • Community support agencies

Key Selection Criteria & Capabilities

Key Selection Criteria
Qualifications
• Certificate III or IV in Leisure and Lifestyle, Diversional Therapy or equivalent qualification
Essential Registrations
• Current Driver's Licence • Current National Police Check • Current Working with Children Check • Current NDIS Worker Screening Check • Current Influenza Vaccination and any other required immunisations in accordance with REDHS policy
Technical and Professional Capabilities
• Demonstrated experience facilitating lifestyle and recreational programs for older people • Knowledge of person-centred aged care principles • Ability to assess resident interests, strengths and capabilities and translate these into meaningful activities • Strong documentation and record management skills • Ability to coordinate community outings and special events • Understanding of dementia-friendly engagement strategies • Competent computer skills and ability to maintain accurate records and reports • Sound understanding of aged care quality standards and continuous improvement processes

Personal & Leadership Capabilities

- Commitment to enhancing the quality of life for older people
- Excellent communication and interpersonal skills
- Ability to work independently and as part of a multidisciplinary team
- Strong organisational and time management skills
- Ability to build positive relationships with residents, families, volunteers and community partners
- Demonstrates empathy, compassion and respect
- Flexible and adaptable approach to changing resident needs
- Commitment to REDHS values and culture

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REDHS Values and Behaviours

Our culture is shaped by the values and behaviours we demonstrate every day, and our commitment extends beyond our organisation into the community we serve. Employees are required to comply with the REDHS Values, as the way we behave in the workplace and the manner in which we undertake our roles is just as important as how we perform the tasks associated with them. We expect all employees to embrace the REDHS Values and demonstrate them consistently in their daily work, contributing positively to our people, strengthening our culture, and supporting our community.

R	Reliability We are trustworthy and consistent in everything we do, ensuring safe, high-quality care for our patients, residents, and the community at all times.
E	Engagement We work collaboratively with colleagues, patients, and our community to address challenges, create opportunities, and bring about positive change in rural health and wellbeing.
D	Diversity We respect and embrace the unique needs, experiences, and perspectives of every individual, ensuring culturally safe and inclusive care for all.
H	Hospitality We welcome and treat everyone with warmth, empathy, and generosity, creating a positive and compassionate experience for patients, families, colleagues, and visitors.
S	Sustainability We deliver care responsibly today while making decisions and using resources that safeguard the health, wellbeing, and future of generations to come.

Employment Obligations

Employment Principles

REDHS is committed to the employment principles that reinforce the public sector values. These principles ensure:

- Employment decisions are based on merit and employees are treated fairly and reasonably
- Employees have a reasonable avenue of redress against unfair or unreasonable treatment
- Equal employment opportunity is provided
- Human Rights are upheld in accordance with the Charter of Human Rights and Responsibilities Act 2006

Professional Conduct and Organisational Compliance

Employees of REDHS must perform the inherent requirements of their role to a professional standard and comply with all REDHS policies, procedures, Codes of Conduct, values and lawful directions, as well as applicable legislation, industrial instruments and accreditation standards. All staff must demonstrate the REDHS Values, maintain confidentiality, access information only as required for legitimate work purposes, participate in the Performance Review and Development program, complete mandatory training and engage in relevant professional development.

Personal Centred Care
All staff are required to support the REDHS “This is Me” philosophy by treating all individuals with dignity and respect, supporting informed decision-making and providing care and service that recognises individual needs and rights.
Work Health Safety & Risk
All employees must take reasonable care for their own health and safety and that of others, follow safe work practices, use personal protective equipment as required, report hazards, incidents and risks in accordance with REDHS systems, participate in emergency preparedness activities and contribute to organisational risk management and continuous quality improvement.
Clinical Practise Requirements (Clinical roles)
Employees in clinical roles must maintain current registration and/or licensing, practise within their approved scope, complete required competencies, deliver safe person-centred care aligned with NSQHS and professional standards, and participate in clinical risk management and multidisciplinary collaboration.
Employment Conditions
Appointment and ongoing employment are subject to satisfactory pre-employment checks including Police Records Check, Working With Children Check (where applicable), NDIS Worker Screening Check for identified risk-assessed roles, and staff immunisation clearance in accordance with REDHS policy, as well as disclosure of any pre-existing condition that may affect the inherent requirements of the role.

Additional Requirements

Position Review
- This Position Description may be reviewed and amended at any time, with approval from the relevant Director and in consultation with the employee. - Appointment is subject to satisfactory Staff Immunisation clearance and required pre-employment checks, including a Police Records Check, Working with Children Check and, where applicable, an NDIS Worker Screening Check. - This document outlines the general duties and responsibilities of the role and is not exhaustive. - An initial performance review will occur within three months of commencement and annually thereafter. These discussions provide an opportunity to review responsibilities, clarify expectations and set objectives for the year ahead.

Acceptance of the Position	
This Position Description: • Is to be read in conjunction with the employee's Contract of Employment, applicable Enterprise Agreement, and REDHS policies, procedures and Codes of Conduct. • May be amended from time to time in consultation with the employee. • Reflects the general duties and responsibilities of the role and is not intended to be exhaustive. By signing below, the employee acknowledges that they have read, understood and agree to comply with the requirements and responsibilities outlined in this Position Description and associated employment documentation.	
Name	
Date	
Signature	