



Job Description

Lifestyle Coordinator

lifestyle program of activities for residents across the village meeting their personal interests and preferences.

Working closely with the Lifestyle Assistant, this role delivers an enhanced resident experience in Residential Aged Care through an enriching, tailored and fulfilling lifestyle and activities program.

The Primary purpose of this role is to promote and deliver a comprehensive



STRONG ENOUGH TO CARE



ONE TEAM



STRIVE TO BE THE BEST



BRINGING THE BEST OF LIFE

Business Unit	Operations
Department / Team	Village Operations
Reporting Line	Residence and Clinical Manager
Contribution / Responsibilities	Whole of village - Take an active interest in and provide input into the overall “look and feel” of the Village, including how to ensure residents feel supported and secure, and enjoy Summerset. Work closely with lifestyle assistant - to ensure aged care residents are part of the village community Activity planning and delivery - Actively lead and contribute to the planning, design, coordination and delivery of a host of inspiring activities that incorporate the interests of the residents, harness their energy, adopting the “life we bring” theme and incorporate national events as needed Activity participation - Effectively lead and participate in activities as needed, including involvement in residents’ functions. - Assist with accompanying residents on planned outings. Resident support - Be the main point of contact for many residents in the Residential Aged Care, actively engaging with them, building a close understanding of their needs, interests and any risks. This includes de-escalating any challenging situations and paying attention to vulnerable residents, monitoring the progress of residents, and liaison with families. Documentation & Compliance - Maintain accurate resident assessments and participation records. - Complete care plan documentation relating to lifestyle needs. Ensure activities comply with aged care standards, safety requirements and organisational policies Communications - Ensure effective communications with residents, their families and supporters, in-person or through media such as regular newsletters - Escalating any concerns to the Residence and Clinical Manager and Clinical Services coordinator as required. Planning and Financing - Work with the Residence and Clinical Manager to plan, monitor, manage and report on work plans and budgets, ensuring appropriate financial processes are followed Customer service - Maintain a professional, friendly, and welcoming appearance and manner for all customers, families and other visitors - Contribute to the culture and teamwork of the Village and wider Summerset by proactively and collaboratively working with others to create a positive and enjoyable environment
People Leadership	Fostering and developing an inclusive team culture that works effectively with other teams to support Summerset’s goals.
Health & Safety	Be a proactive contributor to ensuring the health and safety of our people, our customers, our contractors, and our residents. This includes conforming to Summerset’s safety culture expectations of an environment of zero-harm and compliance with health and safety policies and procedures.

Qualifications and Experience	• Cert IV in Leisure and Health • Positive “can-do” behaviors that results in a harmonious relationship for staff and residents • Excellent interpersonal skills, the ability to convey an idea and engender enthusiasm and interest • A genuine interest in working with older people and a positive attitude to ageing • Good written communication skills that target the audience and medium appropriately • Strong organisation skills, ability to multi-task • Computer literacy with using Microsoft Outlook (Word, Excel, PowerPoint, Publisher) • Responsible Service of Alcohol • A current driver license
Relationships	• Summerset residents and visitors • Residence and Clinical Manager • Village Operations Manager, • Sales Manager, • Business Manager • Lifestyle Assistant • Property Team • Residents Committee (Chairperson) • Professional advisors, suppliers & contractors • Other Summerset staff
Dimensions	• Nil direct reports • Nil opex / capex budget
Other	This job includes all the main duties and responsibilities of the role; however, you may be required to do other tasks and duties, which would reasonably fall within the responsibilities and skills of the role, at the request of the head of Clinical Services.

Values		
 STRONG ENOUGH TO CARE We treat our residents like family. We do what’s right. We respect people as individuals.	 ONE TEAM We look out for each other. We take ownership and follow through. We share and listen to each other’s ideas.	 STRIVE TO BE THE BEST We work hard. We like to win. We’re always learning and improving.