

Position Description

Position Title:	Lifestyle Coordinator
Reports to:	Director of Nursing - Tatura
Department:	Tatura Campus
Directorate:	Clinical Operations
Cost centre:	A0353
Code & classification:	Leisure & Lifestyle Assistant Grade 2 (IN32)
Employment conditions:	Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021 – 2025 and its successors, and GV Health Policies and Procedures (and as varied from time to time)

GV Health is an equal opportunity employer and continually strives to build a diverse, equitable and inclusive workforce that reflects our community. We encourage applications from people of all backgrounds.

Statements included in this position description are intended to reflect in general the duties and responsibilities of the position. It is not intended to be an exhaustive list of responsibilities, duties and skills required. GV Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).

POSITION SUMMARY

The Lifestyle Coordinator reports directly to the Director of Nursing within the Tatura Campus of GV Health and manages the lifestyle activities of the residents of Parkvilla Residential Aged Care Facility.

The Lifestyle Coordinator is responsible for the development, promotion, offering and implementation of a wide range of specific programs and activities for residents. The Lifestyle Coordinator partners with the residents to ensure choice, ability and interests that maximise their independence, consider religious and ethnic needs and enables continuing interests of life both in the community and in the home where they live.

RESPONSIBILITIES AND DUTIES

The following duties are inclusive of but not limited to the following:

- Setting up a seven-day program for activities both as groups and on an individual basis for residents
- Monitoring the delivery and improvement of resident's lifestyle
- Facilitate outings into the community as appropriate to the level of wellness of residents at the time
- Conducting resident meetings on a bi-monthly basis and participation in the bi-monthly food and dining meeting.
- Participation in the development of the residents/carers' newsletter
- Provide and maintain documentation related to resident care plans, the quality improvements program as well as supporting documentation for accreditation purposes
- Provide accountable practices around budgeting for the lifestyle program

- Work with and alongside nurses and volunteers to participate in activities
- Provide education to staff on lifestyle
- Provide a high-quality service to consumers that reflects best practice
- Assist the organisation in achieving clinical effectiveness by providing the appropriate systems, information or services to clinical areas.
- Provide quality activities to support to residents and families which aligns with the new Strengthened Aged Care Standards.
- Accept accountability for own actions and seek guidance when a situation exceeds experience and/or knowledge
- Uphold and protect consumer rights, maintain strict confidentiality and continually practice to the principles of open disclosure
- Consumer feedback and complaints are responded to appropriately/documented to ensure that issues are resolved in a timely manner, and quality and safe care is provided
- Maintain accurate and current clinical records ensuring documentation meets professional and legal standards
- Develop and maintain collaborative relationships with all disciplines
- Collaborate and communicate with all members of the health care team to achieve desired residents' outcomes
- Respect the decisions and actions of others
- Contribute to interdisciplinary team meetings and clinical education sessions to facilitate residents care goals.
- Support and participate in evidence-based programs to evaluate and improve the quality of resident outcomes
- Maintain current knowledge of clinical practice
- Actively participate in identifying where improvements can be made to the quality of resident care
- Commit to ongoing professional development of self, other employees and the profession
- Maintain and demonstrate regulated skills and competencies by undertaking professional development and completing mandatory training as defined by GV Health
- Improve performance by seeking feedback, setting goals and participating in annual performance reviews
- Support the development of others by acting as a resource to colleagues and participating in the orientation and precepting of new employees and supervising students
- Work closely with Hotel Services Team to provide and participate in special meals and celebrations.

KEY SELECTION CRITERIA

Formal Qualification(s) and Required Registration(s):

Essential:

- Commitment to the GV Health Values of Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour.
- Minimum qualification of Certificate III (Allied Health Assistance) or equivalent
- Excellent interpersonal and verbal communication skills, including the ability to communicate effectively with other staff, patients/residents and families
- Ability to work independently (with guidance) with minimal supervision
- Ability to work collaboratively as part of an interdisciplinary team

- Ability to follow instructions and take direction and feedback from health professionals
- Good time management skills and the ability to use initiative and be innovative to plan and prioritise work.
- Good computer literacy skills

Desirable:

- Previous experience working in an Aged Care setting
- Food Handlers Certificate
- Previous experience as a Community Services Lifestyle and Leisure or Diversional Therapist
- MANAD experience
- Attendance and active participation at meetings as required

KEY PERFORMANCE INDICATORS

Your performance will be measured through your successful achievement of:

- Demonstrating of GV Health CREATE values and behaviours and being a role model for living the values of Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;
- Attendance and active participation at meetings as required
- 100% compliance with core competencies and training requirements as outlined in the GV Health Education Framework
- Active participation in the annual Performance and Development review process
- Accurately complete any documentation pertaining to resident lifestyle and leisure activities daily

ALL GV HEALTH STAFF ARE REQUIRED TO

- Demonstrate GV Health's CREATE values and behaviours and being a role model for living the values of Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;
- Maintain an understanding of individual responsibility for consumer safety, quality and risk and adhere to the relevant policies, procedures and guidelines;
- Develop and maintain collaborative relationships with all other teams and professionals;
- Promote and enable efficient teamwork and service provision both within the department and/or organisation and with other service providers;
- Contribute to a safe working environment and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity;
- Identify, report and manage risks and ensure actions are taken to prevent and minimise harm to consumers and the GV Health workforce;
- Contribute to organisational quality and safety initiatives;
- Observe and comply with child safe principles, standards and expectations of appropriate behaviour toward and in the company of children;
- Complete and maintain all mandatory training requirements as defined by GV Health and actively engage in the Performance Development Review process;
- Minimise the risk of infection to consumers, residents, employees, visitors, contractors and the general public;
- Comply with requirements of the National Safety and Quality Health Service Standards and other relevant standards, regulations and legislative requirements;

- Comply with the principles of patient and family centred care;
 - Not smoke or vape on GV Health premises;
 - Comply with immunisation requirements as per the Victorian Department of Health Victoria;
 - Comply with all applicable position pre-employment checks that are relevant to the role, which may include but is not limited to; police checks, Working with Children's Check (WWCC), National Disability Insurance Scheme (NDIS) and Aged Care screening requirements;
 - In this role you may occasionally interact with distressed, anxious or upset consumers or members of the public. GV Health is committed to the physical and psychosocial safety of our staff. All staff are required to comply with all safety related training, look after the safety and well-being of themselves and each other, and actively foster a safe working environment.
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ACCEPTANCE:

I acknowledge and accept that this Position Description represents the general outline of duties, responsibilities and accountabilities that are expected of me in my employment in the position, and may not encompass every aspect of the position. I understand that GV Health reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

I acknowledge and accept that I must complete and maintain all relevant pre-employment screening and checks for successful employment.

I acknowledge and accept that that I have read and fully understand this Position Description. I agree that I have the ability to fulfil the inherent requirements of the position, and accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.

I acknowledge I will be required to undertake the duties as set out in the position description (and any other duties as requested in accordance with my skills and experience) to the best of my ability and, at all times follow lawful direction.

By accepting the contract of employment, I am agreeing to duties and obligations within the Position Description.

Clinical Operations	Lifestyle Coordinator - Tatura
Reviewed by:	Director of Nursing - Tatura
Issue Date:	November 2025

ABOUT US

Goulburn Valley (GV) Health is a Regional Public Hospital and Health Service for the Hume Region of Victoria, with main campuses located at Shepparton, Tatura, Rushworth and Euroa. The main campus in Shepparton is the major acute referral hospital for the sub region. Additional satellite sites are also located in Shepparton, Seymour, Benalla, Cobram, Echuca and Wodonga. GV Health provides a range of acute, subacute, mental health, aged, primary health and community services.

OUR PURPOSE

To significantly improve the health and wellbeing outcomes and experiences of the people and communities in our care.

OUR VALUES

GV Health's culture centres around our CREATE values and behaviours. Through these values and behaviours we commit to delivering ongoing quality healthcare for our community:



GV Health Vision and Values: [Values and Vision - GV Health](#)

OUR STRATEGIC PLAN

The Goulburn Valley Health Strategic Plan 2024-2026 provides the direction for GV Health with our five strategic pillars being:

- Health and Wellbeing Outcomes: Improve health and outcomes for the population in our region
- Community and Consumer Experience: Ensure everyone has an outstanding personalised experience
- Our Staff Experience: Our people feel connected, supported, safe and well
- Responsible Workplace: Be sustainable and efficient
- Health Equity: Embrace differences in how we design and deliver healthcare

GV Health Strategic Plan: [Strategic Plan 2024-2026 - GV Health](#)

FOR MORE INFORMATION

Application tips: [Application Tips - GV Health](#)

GV Health: <https://www.gvhealth.org.au/about/>

Child Safety and Wellbeing: [Child Safety and Wellbeing - GV Health](#)

Living in Goulburn Valley: [Goulburn | Regional Living Victoria](#)

GV Community Connector: [Community Connector Program for Businesses](#)