

Position Description

LIFESTYLE EDUCATOR

Position title:	Lifestyle Educator
Service:	Leura Day Options
Award:	Social, Community, Home Care and Disability Services Industry Award
Responsible to:	Manager, Leura Day Options
Responsible for the following staff:	None

Position Summary:

Lifestyle Educators provide person-centred learning, social and recreational supports to young adults with disabilities. Lifestyle Educators work under the supervision of a Practice Leader.

Lifestyle Educators assist in the daily implementation of appropriate life skill, educational, recreational and social skill programs to young adults with disabilities. Where possible, educators are encouraged to assist in the planning of activities utilising their individual skills and abilities. Educators are also required to assist participants in mealtime, personal care, decision making, communication, and community access programs. Educators are required to take an active role in the LDO team.

Performance Monitoring

An initial review of performance will be undertaken within 3 months and then formally reviewed every 12 months based upon this position description.

Position Description last reviewed: September 2018

Next review date: September 2020

Inherent Requirements of Position	
Physical Requirements:	<ul style="list-style-type: none"> • Bending and Lifting – Regular • Physical direct care duties/equipment usage – Regular • Standing/walking – Regular • Driving – Regular • Water immersion (spa/pool) – Regular • Floor work - Regular
Role Challenges and Essential Requirements:	<ul style="list-style-type: none"> • Ability to work independently and unsupervised • Physically demanding work role • Successful completion of all compulsory training requirements • Regular access to community environments • Work closely with other team members
Key Selection Criteria & Skills/Attributes	
Essential	<ul style="list-style-type: none"> • A positive attitude to people with a disability • National Police Check • Current First Aid certificate • Unrestricted NSW Driver's licence • Unrestricted right to work in Australia (<i>visa evidence required</i>) • Well-developed communication and interpersonal skills • Fulfils inherent requirements of position as described above, including: physical requirements and role challenges • Ability to implement Person Centred Active Support • Ability to work cooperatively as part of a team
Desirable	<ul style="list-style-type: none"> • Certificate III in Disability or higher or other relevant related fields • Previous experience in the provision of support services to people with disabilities who have complex health issues
Key Responsibilities	
Person Centred Active Support & Direct Care Duties <ul style="list-style-type: none"> • Implement person centred plans (PCP's) in conjunction with other staff and manager. Be involved in the development of PCP's. • Undertake the personal support role with dignity and acknowledgement of the people we support's abilities, talents and strengths • Provide the people we support with opportunities for personal growth and skill development in line with PCAS. • Assist the people we support to have positive experiences in accessing the local and wider community. • Assist the people we support to have positive relationships with their family, friends and significant others. • Assist the people we support in undertaking a range of activities of daily living including:- <ul style="list-style-type: none"> ○ Medication, personal and self-care ○ Food preparation and mealtime assistance ○ Dressing and maintenance of personal hygiene ○ Communication ○ Mobility • Assist the people we support with decision-making and problem-solving 	Measurable Outcomes <p><i>Undertakes all personal care duties and community inclusion tasks in line with active support model.</i></p> <p><i>Demonstrates active contribution to the people we support goals as per PCP.</i></p> <p><i>Undertakes medication, personal care and transport of the people we support with strict adherence to procedure and PCP's all of the time.</i></p>

<ul style="list-style-type: none"> • Perform personal support work with professional integrity and ensure the privacy and confidentiality of personal information • Work with the people we support with high and complex physical support requirements • Undertake routine tasks with the people we support participating as much as possible • Transport the people we support safely and comfortably, including the safe use of vehicle wheelchair restraints. 	
Documentation <ul style="list-style-type: none"> • Maintain accurate written records in accordance with guidelines including: <ul style="list-style-type: none"> ○ Medical records ○ Progress notes ○ Health & Safety requirements ○ Maintenance of accurate financial records including the collection and storage of receipts where staff are required to have direct involvement in handling the people we support's funds • Accurate and timely completion of payroll related admin 	<i>Timely and accurate completion of all the people we support and procedural related paperwork according to specific guidelines, procedures and work instructions.</i>
Professional Development and Teamwork <ul style="list-style-type: none"> • Attend all mandatory training sessions and be actively involved in other training and development as required. • Communicate appropriately with the people we support, their families, service providers and staff of the organisation. • Attendance at team meetings and the annual conference as required • Completion of Annual Performance Review and Support & Supervision sessions • Work positively within a team to achieve team goals 	<i>Attendance, participation and successful completion of all mandatory training and team meetings as required.</i> <i>Attendance and participation of Annual Performance Review and Support & Supervision session.</i> <i>Is regarded by peers as a valuable team member. Takes proactive steps to improve the effectiveness of the team.</i>
Adherence to Policies, Procedures and Work Instructions <ul style="list-style-type: none"> • Take reasonable care for health and safety of self and others in the workplace • Follow WHS Policies, Procedures and Work Instructions • Promptly report all hazards, incidents and injuries to the coordinator or manager. 	<i>Demonstrates adherence to policies, procedures and guidelines at all times.</i> <i>Demonstrates a commitment to upholding employee responsibilities of WHS Policy at all times.</i>
General <ul style="list-style-type: none"> • Accept direction and supervision from manager/Practice Leader • Demonstrate capacity to work without direction • Administer first aid as required • Act in a professional and respectful manner at all times when dealing with the people we support, their families, service providers and staff of the organisation. • Participate in and contribute to quality improvement efforts to meet service, accreditation and other standards. 	<i>Exhibits characteristics of reliability, punctuality and professionalism at all times.</i> <i>Complies with the GDS Code of Conduct.</i>

Employee Declaration

I agree to notify Greystanes Disability Services immediately of any change in my capacity to meet the requirements outlined in this position description, such as any changes in:

- Driver's licence status (where applicable to the role)
- Police Check status
- Capacity to fulfil inherent requirements of the role
- Other employment commitments