



## POSITION DESCRIPTION

<b>Position Title</b>	<b>Volunteer – Lifestyle and Leisure Assistant</b>
<b>Facility</b>	<b>Carrington Care Ltd</b>
<b>Reports to</b>	<b>Volunteer Co-ordinator/Recreational Activity Officer</b>
<b>Direct Reports</b>	<b>Nil</b>
<b>Hours of Duty</b>	<b>As negotiated</b>
<b>Status</b>	<b>Voluntary</b>
<b>Date Reviewed</b>	<b>June 2010</b>

### **OUR VISION**

Recognised as the leading provider of aged and disability services in the community we serve.

### **OUR MISSION**

Carrington realises its Vision by delivering excellence of service at all levels to enrich the lives of the aged and disabled through:

- Community involvement and partnerships.
- Open and transparent communication.
- Quality care to promote industry best practice by innovation and continuous improvement.
- Employing qualified and dedicated staff who recognize and are committed to the value of teamwork.
- Ongoing focused education, development and research.
- Facilities and equipment to meet the needs of an ever changing community.
- Prudent financial management.

### **OUR VALUES**

#### ***Mutual Respect and Trust***

We work together in ways which promote dignity, respect, understanding and integrity. We communicate openly, treating residents, clients, their families and each other fairly and equitably.

#### ***Quality Care***

We strive to provide outstanding care for our residents and clients in a compassionate, safe and welcoming living environment, respecting their rights and privacy.

#### ***Service Excellence***

We take pride in our work and are dedicated to making a difference to the quality of life of our residents and clients. Our service delivery is continuously improving as we actively participate in learning and educational opportunities.

#### ***Teamwork***

We value and recognise the different contributions and efforts of our team and seek to involve and work with each other in a professional and co-operative manner.

#### ***Stewardship***

We understand and accept our responsibility to ensure the integrity of all our systems and practices whilst managing the business in a prudent, viable, sustainable manner, preserving the natural, historic and corporate assets.

## **ROLE DESCRIPTION**

- **Volunteering to assist with Lifestyle and Leisure activities supports Carrington's aim of providing quality care to our residents.**
- **The role will assist our staff in helping residents to participate in activities/programs.**
- **One on one visiting with residents can assist those who are unable to participate in group activities, those who are isolated, and those who may be feeling lonely.**

### **Responsibilities:**

1. **Participate in programs run by Recreational Activity Officers. This may include: craft, bingo, gardening, art, trivia, games, bus trips, cooking.**
2. **Help to set up for programs.**
3. **Assist residents in participating in programs.**
4. **One on one interaction with residents as required i.e. chatting, reading, playing games, hand massage.**
5. **Attend orientation/relevant training sessions.**
6. **Follow all OH&S policies and procedures, EEO and Anti Discrimination in the Workplace and participate in Risk Management activities as required.**

### **Skills:**

- **Genuine care and concern for the elderly.**
- **Patient, kind and respectful.**
- **Good listener.**
- **Good communication skills.**
- **Ability to maintain confidentiality.**