



Swan Hill
District Health
Connected Care. Best Experience.



Inclusive

Compassionate

Progressive

Accountable

Leisure and Lifestyle Worker (Aged Care) IN31-IN32

Swan Hill District Health (SHDH) has two residential aged care facilities, **Logan Lodge** (45 beds) and **Jacaranda Lodge** (30 beds). Our Aged Care facilities are designed to be as home like as possible. Skilled nursing care is provided to meet the needs of the individuals within a secure and caring environment. Individuals are supported in maintaining close links with the community, their family and friends, as well as following their own interests wherever possible.

Position Summary

The Leisure and lifestyle coordinator (LLC) position is to provide Swan Hill District Health (SHDH) Aged Care individuals with advice, coordination, planning, review and assessment of all aspects of lifestyle activities at the facility to ensure that the safety and wellbeing of individuals and their activities choices are constantly maintained.

The role is critical to provide diverse leisure and lifestyle program to SHDH Aged Care Individuals and overall responsible for including clinical governance and continuous improvement, maintaining accreditation standards and overseeing and coordinating the provision of lifestyle activities for individuals in care in collaboration with the multi-disciplinary team under the supervision and/or direction of Leisure and Lifestyle Coordinator.

Key Selection Criteria

- Certificate III or IV in Leisure and Lifestyle
- Experience working in Aged Care.
- Sound understanding of Aged Care Standards
- Well-developed communication and interpersonal skills.
- Ability to articulate clear decision-making processes.
- Experience of, and commitment to, Aged Care Accreditation with an emphasis on evidence-based practice.
- Strong commitment to develop and implement recreational and lifestyle enrichment activities for individuals in care, ensuring consultation with individual and their representative- the choice is respected
- Ability to work autonomously
- Ability to foster and promote good work culture
- Good understanding of MANAD (electronic record system) and lifestyle follow up.
- Computer literacy with excellent written and communication skills.
- Current National Police Check and Working with Children's Check
- Evidence of immunisation records/history as part of the Health Services Act 1988, 2020 Amendment (Mandatory Vaccination of Healthcare Workers), through either documentation or copy of serology report.

To apply for this position, email the completed Application for Employment form, Cover letter, CV and response to the key selection criteria to employment@shdh.org.au.

You will find the full position description containing the key selection criteria & application for employment form in the attached documents.

Swan Hill District Health reserves the right to commence interview immediately upon receipt of applications.

Swan Hill District Health is an equal opportunity employer committed to diversity and inclusion. We welcome applications from Aboriginal and Torres Strait Islander people, people with diverse cultural and linguistic backgrounds and people with disability.

Closing date: 28th Jan 2026 at 4pm.



Position:	LEISURE AND LIFESTYLE WORKER
Classification:	IN31- IN32
Department:	Aged Care Services (Logan Lodge and Jacaranda Lodge)
Reports to:	Leisure and Lifestyle Coordinator
Position Summary:	<p>The Leisure and lifestyle coordinator (LLC) position is to provide Swan Hill District Health (SHDH) Aged Care individuals with advice, coordination, planning, review and assessment of all aspects of lifestyle activities at the facility to ensure that the safety and wellbeing of individuals and their activities choices are constantly maintained.</p> <p>The role is critical to provide diverse leisure and lifestyle program to SHDH Aged Care Individuals and overall responsible for including clinical governance and continuous improvement, maintaining accreditation standards and overseeing and coordinating the provision of lifestyle activities for individuals in care in collaboration with the multi-disciplinary team under the supervision and/or direction of Leisure and Lifestyle Coordinator.</p>
Responsibilities:	<p>Key Performance Indicators (KPI's) will be established between the Leisure and Lifestyle coordinator and Leisure and Lifestyle Coordinator to support the following accountabilities and duties:</p> <p>Leisure and Lifestyle Activities Coordination</p> <ul style="list-style-type: none">• Implement and ensure adherence to the clinical governance framework for Aged Care Standards in line with required governance and operational requirements, including but not limited• Ensure individuals Leisure and lifestyle care plan and documentation reflect their current needs- meeting organizational and Aged Care Standards• To develop and maintain positive working relationships with all stakeholders and individuals• To be a constructive information conduit between management and staff• To provide liaison with individual and their representatives including the broader multidisciplinary team• Ensure individuals and the representative are consulted in care plan and implementing individualized focus lifestyle program.• Development, implementation, evaluation and continuous improvement of the Leisure and Lifestyle program that provides stimulation, variety, motivation and a sense of well-being for all individuals and assist with behavior management plan.• Coordinate and actively participate in the implementation of assessments and care planning for individuals in care• Ensure individual assessments, initial care plans/reviews and other relevant clinical documentations are completed accurately and reflect the complete individualized needs of the individual and legislative requirements;• Promote a culture of staff undertaking responsibility for completing documentation accurately, completely and in required timeframes
Key Selection Criteria:	<ul style="list-style-type: none">• Certificate III or IV in Leisure and Lifestyle• Experience working in Aged Care.• Sound understanding of Aged Care Standards• Well-developed communication and interpersonal skills.• Ability to articulate clear decision-making processes.

	<ul style="list-style-type: none"> • Experience of, and commitment to, Aged Care Accreditation with an emphasis on evidence-based practice. • Demonstrable ability to lead and innovative leader. • Strong commitment to develop and implement recreational and lifestyle enrichment activities for individuals in care, ensuring consultation with individual and their presentative- the choice are respected • Ability to work autonomously • Ability to foster and promote good work culture • Good understanding of MANAD (electronic record system) and lifestyle follow up. • Computer literacy with excellent written and communication skills. • Current National Police Check and Working with Children's Check (If applicable). • Evidence of immunisation records/history as part of the Health Services Act 1988, 2020 Amendment (Mandatory Vaccination of Healthcare Workers), through either documentation or copy of serology report. It is required that there is immunization for all vaccine preventable illnesses.
Salary/Award:	Health and Allied Services Employees and Dental Assistants
First Nations:	Swan Hill District Health would like to acknowledge First Nations communities of Wamba Wamba, Wadi Wadi, Barapa Barapa, Latji Latji and the Tatti Tatti people on whose land, we work and live. We pay respect to all Elders past and present and honour their connection to the land and water.
Infection Control:	<ul style="list-style-type: none"> • Each staff member has a responsibility to minimise exposure to incidents of infection/cross infection of individuals, staff, visitors and the general public. • The risk minimisation strategies are to be supported by all staff adhering to the Infection Control Manual policies, procedures and guidelines.
Continuous Quality Improvement:	<ul style="list-style-type: none"> • Each staff member is expected to demonstrate a commitment to best practice. • All staff shall take responsibility for their own practice and share responsibility for creating and maintaining a system that provides safe, high quality health care. • All staff will participate in quality improvement activities aimed at improving individual outcomes and maintaining accreditation standards. • It is the responsibility of every staff member to be familiar with Health Service-wide and specific Department Policies & Protocols.
Person Centered Care:	<p>The Health Service supports in its values the philosophy of Person-Centered Care to ensure all people, including health service providers, clients, their carers and family members are respectfully cared for and encouraged to participate in the provision of quality health care.</p> <p>We recognise diversity is part of every person & as such providers of health care must be actively involved in developing models of care that are person centered.</p>
Child Safety:	<p>All children have the right to feel and be safe. Keeping children safe is everyone's responsibility. SHDH is committed to providing a child safe environment where children are safe and feel safe, and where their voices are heard about the decisions that affect them.</p> <p>SHDH have zero tolerance to child abuse.</p> <p>Each employee has a responsibility to adhere to this requirement. Any breach of this standard will result in disciplinary action.</p>
Our Purpose:	Connected Care / Best Experience

	SHDH commits to meet the growing health care needs of our community through our new vision to provide better connected care and to achieve the best care experience.
Privacy and Confidentiality:	<p>SHDH are committed to protecting individual and staff privacy and confidentiality, as it is an important aspect of our commitment to providing high quality services. In accordance to both the Health Records Act and the Information Privacy Act, information should only be used and disclosed for the primary purpose of its collection.</p> <p>Each employee has a responsibility with adhere to SHDH's Privacy and Confidentiality Policy, as it is a condition of employment. Any breach of the rules of privacy and/or confidentiality relating to health service business, individuals or medical records will result in disciplinary action.</p>
Mandatory Training:	All employees must be aware of and complete designated mandatory training within the required time frame.
Safety:	<p>RESPONSIBILITIES: It is the responsibility of every staff member to:</p> <ul style="list-style-type: none"> • Take reasonable care for their safety and the safety of others while at work. • Report accidents, incidents and potential hazards as soon as reasonably practicable to their supervisor and record on VHIMS reporting system. • Advise their supervisor if they have an injury or illness that may affect their ability to perform the inherent requirements of their position. • Be familiar with emergency and evacuation procedures as detailed in the Emergency Procedures Manual. • Complete all Mandatory training requirements as identified and directed. • Comply with the Occupational Health and Safety Act and all SHDH O.H. & S. online Policies and Procedures.
Asset Management:	Staff with asset management responsibilities are required to adhere to the Asset Management Policy and Protocols.
Review:	Completion of My Work Plan on a yearly basis.
Previous Revision dates: Current:	Aug 2018, Jan 2019, Sept 2019, August 2021, Sep 2021, Feb 22 Sep 2025
Managers Name:	
Managers Signature:	
Employees Name:	
Employees Signature:	



The Application for Employment form is required to be submitted with the following documents:

- ☐ Covering letter in support of application
- ☐ Response to Key Selection Criteria
- ☐ Applicants Curriculum Vitae

Position Applying for

General Information

Name

Address

Contact

Home phone

Mobile

Email

Are you of Aboriginal/Torres Strait Islander Origin? ☐ No ☐ Aboriginal ☐ Torres Strait Islander
(This question is voluntary)

Do you wish to be identified under this category? ☐ Yes ☐ No

Are you an Australian Citizen or Permanent Resident: ☐ Yes ☐ No Date of Grant/...../.....

If no, what is your current Visa Status – Visa type Expiry date/...../.....

Place/Country of issue: Issue Number:

Do you require sponsorship? ☐ Yes ☐ No

Conditions of Employment

Employment conditions are governed by the relevant Public Sector Health Industry Awards and EBAs relevant to the position applied for:

Initial employment is subject to:

- 6 months' probationary period (with a review at 3 months.)
- Requirement to work any shift
- Requirement to work in any department as required

Hours of Work – (Availability)

Discipline/Misconduct

Have you experienced discipline or misconduct action at any previous employment? ☐ Yes ☐ No

If **Yes**, please provide details:

Police and Working with Children Checks

Satisfactory Police Checks, and in some areas, Working with Children Checks are mandatory at the point of employment.

If you have a current Police Check and/or Working with Children Check, please show the check identifying numbers and the date of issue: _____

Upon engagement, you will be required to provide the necessary information to complete a Check. Please note that it is a condition of employment that you maintain a current satisfactory Police Check and, if required, Working with Children Check.

Pre-existing Health and Injury Declaration

Swan Hill District Health (SHDH) is committed to achieving a safe working environment for all employees. As part of this, it is our objective to ensure potential employees are not required to work in duties that they are not able to perform safely. As part of the application process for employment with SHDH, we request you to disclose any pre-existing injury or disease which may be adversely affected by the performance of the inherent requirements of the position you have applied for – as described in the Position Description for the position.

Pursuant to S.41 (1) and (2) of the *Workplace Injury Rehabilitation and Compensation Act 2013*, you are required to disclose to SHDH any pre-existing injury or disease that you have suffered of which you are aware, and could reasonably be expected to foresee, could be affected by the nature of this proposed employment.

Failure to make a disclosure, or the making of a false or misleading disclosure, would disentitle you to compensation pursuant to the *Workplace Injury Rehabilitation and Compensation Act 2013* should you suffer any reoccurrence, aggravation, acceleration, exacerbation or deterioration of your pre-existing injury or disease arising out of, or in the course of, or due to the nature of with SHDH. SHDH will rely upon any failure to disclose in accordance with the provisions of the *Workplace Injury Rehabilitation and Compensation Act 2013* as grounds for denying compensation in accordance with S.41 (1) and (2).

Should any alteration, change or rearrangement be necessary to enable you to carry out the inherent requirements of the position, we also request that you disclose these requirements. SHDH is an equal opportunity employer and will arrange any reasonable adjustment to enable a person with a disability to perform the inherent requirements of the position and therefore compete equally with other applicants for this position. Please disclose in the place below any pre-existing injury or diseases that you suffer from, or have suffered from, which could be affected by the nature of your proposed employment with Swan Hill District Health.

Disclosure advice: - (to be completed by the applicant)

I confirm that I have read and understood the contents of the above information and state that I have disclosed all relevant information in relation to my health and physical ability to carry out the inherent requirements of this position.

Signature of applicant: _____ **Date:**/...../.....

NOTE: If providing this form electronically, you accept that the information is true and correct by the action of submitting the form. You will be requested to sign the printed version at your interview if you are selected.

Enquiries:

Email address: employment@shdh.org.au

Phone: 03 50339315

Postal Address: PO Box 483 SWAN HILL VIC 3585