

Position Description	Lifestyle Coordinator (0.2 – 0.4 FTE) – 12-month contract		
Version:	1		
Person Responsible:	Chief Executive Officer		
Date Prepared: 11/11/2020	CEO Approval: Nov 2020	Revision Date: Nov 2022	Updated:

Clever Care Now is a small community-based organisation providing a range of services spanning in home care, business health (allied health, skin checks and flu vax), day tripper and supported client transport services across all areas south of Sydney.

Key Attributes

- Business building role including service expansion and the design and introduction of new service offerings
- Excellent understanding and successful implementation of contemporary lifestyle, wellness and re-enablement programs and approaches
- Open, collaborative and effective communication style
- Ability to prepare programs of activities and lifestyle opportunities that are of interest to, and meet the needs of diverse older stakeholders
- Negotiation with contractors or volunteers to provide comprehensive client focused services e.g. Tai Chi, coordinated family holidays
- Adaptability and flexibility
- Strong customer service approach
- IT capability including an ability to utilise software systems (AlayaCare), to schedule and promote programs and services

Key Responsibilities

Design, resource, publicise, implement and evaluate a diverse wellness and re-enablement program for CCN clients

Develop our Supported Client Transport business; offering a range of diverse opportunities to attend regular, ad hoc and special occasion events and activities

Education and support of staff to implement best practice approaches to service delivery, wellness and re-enablement

Compile and present proposals and reports against areas of responsibility

Ensure seamless integration/alignment between lifestyle and transport activities, other programs and IT based scheduling systems (AlayaCare)

Essential Criteria

- A further qualification in a lifestyle, wellness and enablement focused area
- Current driver's licence (category C) - unrestricted – with a safe driving record
- Compliance with National Criminal History Check

- Capability with IT based software systems

Work Experience and Skills

- Proven ability to develop, negotiate expansion and implement a diverse wellness and re-enablement program
- Demonstrated expertise in using a variety of relevant software systems - Systems used include Databases, Microsoft Office Suite, website updates, Sharepoint and client information systems (including Alayacare)
- Demonstrated high level communication skills

Relevant Standards

Aged Care Quality Standards 2019
National Disability Service Standards 2018

Related Policies

Information security and records management
Privacy and confidentiality
Risk Management

References

Alayacare Systems information

Board/CEO Approval

Chairperson/ CEO Name: _____

Signature: _____

Board Meeting/CEO Approval Date: _____

REVISION AND APPROVAL HISTORY		
Version/Date	Approved by	Next Review Due
V1- 18/05/2020	CEO-	May 2022