

POSITION TITLE: Lifestyle Coordinator	REPORTING TO: General Manager
Division: Residential Aged Care	Type of Engagement: Full-time / Part-time
Location: Home Name	No of Direct Reports: Nil
Position Summary	
<p>The Lifestyle Coordinator is to enhance the quality of life and well-being of residents by planning, coordinating, and delivering engaging lifestyle and recreational programs. They focus on promoting social interaction, physical activity, mental stimulation, and emotional support tailored to individual needs, preferences, and abilities. The role involves working closely with residents, families, and care staff to ensure activities are person-centred and aligned with each resident's interests, cultural background, and care plans. The role also supports residents' choice, inclusion and independence, while meeting the Aged Care Quality standards through ongoing evaluation, documentation and continuous improvement.</p>	
Role Responsibilities	
1. Develop Program	
<ul style="list-style-type: none"> Plan and implement activities in accordance with the care plan and collaborate with residents that reflect their needs, interests, and abilities. To design programs that facilitate and support resident choice, autonomy, and active participation in both the planning and implementation of lifestyle activities. Establish and maintain engaging activity stations tailored to the diverse resident cohort, promoting self-initiated, purposeful, and meaningful engagement. Ensure all programs are in line with OH&S and have resident safety as a priority. 	
2. Leadership	
<ul style="list-style-type: none"> Oversee recruitment, induction, training, and performance to build a skilled, cohesive team delivering high-quality lifestyle services. Design, implement, and review individualised lifestyle and leisure plans in collaboration with residents, families, and care teams, tailored to each resident's interests, abilities, and cultural background. Strengthen relationships with residents, families, volunteers, and community groups. Manage a volunteer program to enrich resident experiences and promote community integration. Coordinate budgets, schedules, venues, and equipment to ensure safe, efficient program delivery and optimal resource use. Lead continuous improvement and registration efforts, embedding organisational policies and Aged Care Quality Standards, while supporting resident dignity, choice, and safety. Model respectful, individualised care, supporting resident rights, privacy, and informed decision-making. Guide the team to do the same. 	
3. Documentation	
<ul style="list-style-type: none"> Develop a thorough understanding of the Regis Lifestyle documentation model and ensure the Lifestyle team consistently adheres to all relevant schedules and standards. Take ownership of all documentation related to the Lifestyle Team and the Resident Engagement Forum, ensuring timely updates, follow-ups, and accountability. Oversee the completion and maintenance of all Lifestyle documentation, including (but not limited to): Lifestyle Assessments, Care Plans, Goal Trackers, Care and well-being reviews, Care Plan Evaluations, Wellness Checks, Activity Guides and Evaluations, Participation Records, Progress Notes, Catering Forms, Mosaic records, Invitation Lists, and other documentation in line with Regis process and policies. Collaborate closely with other facility departments to ensure key stakeholders are informed and aligned on Lifestyle program activities and any resident-related matters. 	
4. National Programme	

<ul style="list-style-type: none"> • Contribute and maintain a thorough and up-to-date knowledge of the Regis National Lifestyle Programs and ensure the facility's consistent adherence to their principles and practices. • Ensure the integration of the following core National Programs into the facility's Lifestyle offering: <ul style="list-style-type: none"> • Fostering collaboration with residents in planning meaningful activities. • Promoting engagement with the broader community to enhance social inclusion. • Providing avenues for emotional well-being and relationship-building. • Supporting residents in finding and pursuing purposeful roles and goals. • Creating spaces that encourage independence, interaction, and a sense of belonging. 	
5. Customer Service	
<ul style="list-style-type: none"> • Engage in regular consultation with residents and their representatives to develop and implement person-centred care plans that reflect each individual's preferences, needs, and goals. • Consistently uphold the standards of behaviour and responsiveness as outlined in the Regis Way and the expectations of the Lifestyle team. • Demonstrate professionalism, efficiency, and approachability in all interactions, and be recognised by residents, staff, stakeholders, and internal/external service providers as credible, skilled, and committed to excellence, taking pride in representing Regis. 	
Person Specifications	
Qualifications/Experience /Special Requirements	Qualifications/Experience <ul style="list-style-type: none"> • Certificate III in Leisure and Health • Experience in music therapy, art therapy, crafts, or other creative and therapeutic activities is advantageous. • A valid driver's licence and willingness to drive the Regis facility bus are desirable but not mandatory.
Experience, skills & competencies	<ul style="list-style-type: none"> • Demonstrated experience in planning, coordinating and meeting deadlines. • Sound understanding of Aged Care Quality Standards and clinical requirements. • Strong leadership, communication and interpersonal skills. • Ability to work collaboratively with multidisciplinary teams and external stakeholders. • Confident in systems and documentation tools.
Indicative days & hours of work	Rosters and Hours of work will be managed in accordance with applicable industrial instruments.
Award Coverage	Aged Care Employee Level 4, per Schedule B.2.4 <i>This role aligns with Aged Care Employee Level 3 under the Aged Care Award 2010</i>
General Information	This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended as an exhaustive list of all responsibilities, duties and skills required. Regis reserves the right to modify position descriptions as required. Employees will be consulted when this occurs.
Date	30 th June 2025