

Lilliane Brady Village

RAO DUTY GUIDE HR 06i-1

DUTY GUIDE FROM 8.30 A.M. TO 5.00 P.M.

- 8.30 am Seek Handover from Team Leader/DT/PC/RN
Check Diary/notice board
Set up for group activities
Inform / invite interested residents
Escort resident, if necessary, to the specified area.
- 9.00am Group activities - combined Monday to Friday. Follow Leisure Program.
Organise bus outings if scheduled (Thursday)
Tuesdays Church Service at facility - see schedule. RAO's to conduct activities for those not attending Church
- 10am Morning Tea
- 10.20am Continue with Leisure Program & Individual programs with nominated residents, including 1:1 activities – massages, passive exercises, aromatherapy, reminiscing.
Thursday / Friday in winter – collect Footie Tips
- 11.30 am Pack up activity
Assist residents if required, back to their room
- 12pm Documentation – evaluations, Care Plans, progress notes, extra ordinary events, programming for month and individuals, check community events, assessing new residents, developing care plans and updating as required. Evaluation of activities and monthly programs
- 1.30pm Lunch
- 2pm Individual programs with nominated residents, including 1:1 activities
Massages, passive exercises, aromatherapy, reminiscing, deliver/read mail, newspapers, fiddle boxes, escorted walks.
One RAO work in Hostel and one in Nursing Home
When special events are on take numbers and names, organise transport and let kitchen know. Inform Care Staff/RN of the residents outings – reminder message the day before.
First Wednesday of each month Pink Ladies Meeting
- 3pm Commence afternoon group program and 1:1 activities. CI meeting 3rd Thursday each month.
- 4.20pm Pack up activities
- 4.30pm Report any changes exceptional events to Team Leader/PC/RN. Record any exceptional events in notes/notice board. Documentation – evaluation of 1:1 activities.
- 5pm Finish

Throughout the day, oversee volunteers and follow-up on resident's requests. Liase with families and staff re outings, special events and finding extra volunteers to assist with events.