**Position Title:** Assistant Clinical Services Manager – ADON

**Reports to:** Clinical Services Manager- DON

**Supervising:** Clinical Nurses, Registered Nurse Div. 1, Enrolled Nurses (Clinical Care) as agreed with the Clinical Services Manager - ADON

**Liaises with:** Clinical Care Team, Residential and Community Program Managers, Care Managers, Case Managers, Housing and Outreach workers, NDIS Coordinators and From Homelessness to Home Program Workers.

**Location:** Head Office, 136 Mt Alexander Road

 Flemington Vic 3131

**Classification:** EBA

**Hours:** Full time 38 hours per week

**About Wintringham**

Wintringham provides affordable and high quality housing, support, aged care services and accommodation to people over 50 years old, who have previously experienced homelessness or are at risk of becoming homeless.

Wintringham promote a care model of empowerment, where Wintringham staff work in partnership with clients and residents to achieve mutually agreed outcomes.

Wintringham is an advocate for elderly people, respecting their individuality, whilst working to achieve equality and social justice.

**Position Summary**

* Work collaboratively with the Clinical Services Manager - DON to oversee the operations of the Clinical Care Program and to ensure that the operations are consistent with Wintringham’s philosophy of options, rights, dignity
* Support clinical governance to residential and community programs
* Ensure that residential residents and community clients receive appropriate services of the highest quality to meet their health care needs
* Ensure a professional working relationship is developed and maintained with personal care and organisational staff
* Work in consultation with the Clinical Services Manager - DON
* Provide education and health promotion.

**Responsibilities/Duties**

* Clinical supervision of RN1 and EN including delegation as agreed with the Clinical Services Manager - DON
* Assist with the provision of clinical governance
* Ensure consistency in practice and approach to clinical care is maintained throughout the service
* To ensure that the health care needs of residents and clients are being met by:
* Providing clinical guidance tools for the assessment of new residents and clients;
* Participating in the assessment of new residents and clients when required;
* Reviewing the ongoing clinical care issues of residents and clients including clinical hands on work as required;
* Assisting with the development policies and documentation to support clinical care practices in residential and community programs;
* Leading infection control through understanding and practicing infection control and following best practice guidelines
* Support medication management in residential, community and homelessness to home programs.
* Ensuring duty of care to both service users and staff is met at all times
* Support a clinical care framework which conforms with legislation, the culture of the organisation and is sympathetic to differences between residential and community settings
* Participation in the accreditation process (and other quality processes) ensuring the ongoing delivery of care to meet aged care standards
* Infection prevention and control lead to support Clinical Services Manager - DON to design, implement and monitor infection prevention and control practices
* Act as an advocate on behalf of residents and clients and marginalised older people for access to appropriate health care
* Support and assess resident and client competency in areas of complex care needs and medication management
* Support medication management/protocol at the residential sites
* Facilitate staff training
* Assist the Clinical Services Manager - DON with clinical investigations
* Provide advice about best practice models
* Lead projects as agreed with the Clinical Services Manager - DON
* Support the Clinical Services Manager - DON with afterhours Clinical Care
* Pursue ongoing personal and professional development in order to enhance knowledge of contemporary practices and broaden understanding of own responsibilities and role
* Proactively assist with the maintenance of the quality management system and to accept responsibilities as defined in the relevant policies and procedures
* Support the development, review and implementation of clinical care policies and procedures.

## Health & Safety Responsibilities

As a Wintringham employee, you have the following responsibilities under the OHS Act 2004:

* Take reasonable care to ensure your own safety
* Do not place others at risk by any act or omission
* Follow safe work practices and procedures
* Use and care for equipment as instructed
* Do not wilfully and recklessly interfere with safety equipment
* Report hazards and injuries
* Cooperate with the employer to meet OHS obligation under OHS Act 2004.

**Leadership and Management**

* Provide leadership and supervision to RN1 and EN as agreed with the Clinical Services Manager - DON
* Ensure that all employees understand Wintringham’s philosophy of options, rights, and dignity and that it drives their practice at all times
* Provide leadership to staff and to ensure staff have the necessary skills and expertise to provide a quality service to residents and clients
* Undertake debriefing and supervision of staff
* Participation in staff counselling at the sites in relation to clinical and medication issues
* Support the development and coordination of education and training programs for staff on various aspects of care practice, technical nursing and documentation
* Development of competency modules (written and practical) for all care staff.

**Key Selection Criteria**

**Skills/Experience:**

**Essential**

* Experience in aged care / community nursing
* Well-developed communication skills
* Experience in gerontology / community / palliative / mental health / alcohol and drugs or related specialty
* Experience with Microsoft Office
* A commitment to social justice.

**Desirable**

* At least 3 years’ experience in a Clinical Nurse role
* Knowledge of Aged Care Act 1997, ACFI, Accreditation Standards, NDIS, documentation and accountability
* Skills in policy development, documentation, quality assurance programs
* Experience in the provision of competency based training
* Flexibility.

**Qualifications:**

**Essential**

* Registered Nurse Division 1
* First Aid Level 2
* Current Driver’s License

**Desirable**

* Postgraduate qualifications – gerontology / community / behavioral sciences.
* Graduate Certificate in Wound Care
* Certificate IV Training and Assessment
* Infection Prevention and Control Lead Training

Appointment is subject to the Wintringham Employment Screening policy, including a satisfactory police records check and NDIS Worker Clearance check prior to commencing unless the applicant is already a staff member who is currently employed with Wintringham.

**Wintringham is an equal opportunity employer.**

**I have read this position description and understand the requirements and responsibilities of this position as part my employment with Wintringham.**

## EMPLOYEE’S NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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