

## Job Description

<b>Job Title:</b>	<b>Registered Nurse</b>
<b>Ref No:</b>	SUP176
<b>Portfolio:</b>	Aged Care Services
<b>Service Stream:</b>	Community Aged Care
<b>Program:</b>	Allied Health Services
<b>Reports to:</b>	Manager, Allied Health
<b>Classification:</b>	Nurses Enterprise Agreement - RN 1.1-1.9
<b>Date:</b>	June 2018

## Job Purpose

Responsible for the provision of quality nursing care to program customers through assessment and care planning. Provide expert nursing care, advice and role modelling to other staff, fulfilling expectations consistent with AnglicareSA's philosophies and systems.

## Key Result Areas

### Nursing Practice

- Use Contemporary Nursing Practice, Care Standards, AnglicareSA philosophies and policies, the Aged Care Act, Department of Health and Ageing, Transitional Care guidelines/expectations and other relevant legislation and guidelines, to develop, implement and review service delivery.
- Use a customer goal approach to identify and prioritise needs for each customer and their representatives.
- Delegate tasks to appropriately trained staff including monitoring best practice and providing feedback to management.
- Involve external agencies (if necessary) to meet customer goals.
- Implement services that reflect a Duty of Care to customers and staff.
- Act at all times to protect the rights of customers, including confidentiality, privacy and individual choice and decision-making.
- Ensure identified customer goals are communicated to Enrolled Nurses, direct service delivery staff and any other stakeholders.
- Utilise current nursing research findings to contribute to the development of improved restorative care models.
- Maintain accurate, comprehensive and timely documentation that meets best practice clinical standards, AnglicareSA's policies and procedures, Legislative and funder/stakeholder expectations.
- Review current protocols, clinical practice procedures and equipment to ensure they meet best practice guidelines for nursing.
- Development of clinical guidelines and operational procedures related to discipline and service delivery.
- Participate in education and training activities to AnglicareSA staff, customers and external stakeholders.

### Coordination/Administration

- In collaboration with the leadership team, assist to coordinate and maintain a quality system and strive for continuous improvement.
- Maintain adequate documentation and administrative processes.
- Ensure high quality nursing services are provided to program customers.
- Ensure all services are provided in accordance with relevant legislation and guidelines.
- Provide the service delivery team with case management support and nursing practice advice and supervision, ensuring high quality care and services are provided to the customers (especially those with complex nursing needs).
- Assist with the recruitment, induction, training and supervision of paid staff and volunteers for the program, especially in relation to delegated nursing tasks.

**People Skills**

- Work positively and consultatively, with staff (and volunteers), ensuring they are adequately trained and are aware of policy and procedural requirements relevant to their roles.
- Assist with monitoring the performance of Direct Service delivery staff (and volunteers) to ensure satisfactory performance especially in relation to nursing practice.
- Identify any performance problems and learning difficulties and liaise with direct line manager.

**Communication/Consultation**

- Communicate effectively and provide support and advice to program customers and staff as required, especially in relation to nursing care.
- Maintain open communication with the Manager to ensure they are informed of your ability to meet your key result areas, any program unmet KPI's or customers and staff feedback.
- Implement communication strategies and consultative processes that create a positive work environment where team goals are achieved and staff are kept informed regarding key responsibilities, trends and issues.
- Promote the organisation both internally and externally in a positive manner.
- Collaborate and advise other members of the Allied Health team (AnglicareSA staff and other service providers), to effectively manage the nursing care of customers.

**Work Health and Safety (WH&S)**

- Ensure own action or lack of action does not place own safety or that of others at risk.
- Use prescribed personal protective equipment.
- Assist in the evaluation of hazards and immediately report any accidents or near misses.

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**Working Relationships:** Manager, Allied Health, Allied Health Therapists, Home Care Managers and Service Coordinators

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**Specific Job Requirements**

- You will be required to travel to other AnglicareSA sites or customers' homes on a regular basis.
  - You will require a current driver's licence and a certified roadworthy vehicle that is registered and has minimum third party property insurance. In return, you will receive a mileage reimbursement.
  - On call work as rostered.
  - Out of business hours work may be required.
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**Standard Job Requirements (all staff)**

- Embrace and integrate AnglicareSA's Vision, Purpose and Values into your role.
- Support AnglicareSA's commitment to reconciliation between Aboriginal people and other Australians as outlined in our Reconciliation Action Plan. This includes, but is not limited to, the engagement and participation of Aboriginal people, and the provision of culturally competent, respectful services and system responses.
- Conform with AnglicareSA's conditions of employment, Code of Conduct, Standards of Practice and Behaviour, Confidentiality and Fair Treatment policies and other Human Resources, Work Health and Safety (particularly AnglicareSA's manual handling) and organisational policies and procedures.
- Adhere to legislative requirements applicable to the role, including and not limited to the Work Health and Safety Act and the EEO Act.
- Perform all allocated duties within classification and work at other AnglicareSA sites if required.
- To be physically and mentally capable and report to work in a fit state to perform all duties.
- Must provide evidence of Australian residency or current working VISA.
- Actively participate in performance reviews, performance development, training (including Work Health and Safety and fire safety) and supervision opportunities.

☒ **National Police History Check**

☐ **DCSI Child-Related Employment Screening**



## Person Specification

### Qualifications

- Bachelor of Nursing degree or equivalent with current registration and practicing certificate with the Australian Health Practitioners Registration Authority (AHPRA). (Essential)
- Geriatrics qualification (desirable)
- Restoration and Rehabilitation qualification. (desirable)

### Demonstrable Requirements / Selection Criteria

#### Client Service and Administration Coordination

- Understanding and commitment to social justice and duty of care with the nursing knowledge required to transition older people from acute care to community, using a restorative care focus.
- Proven experience in restoration and/or rehabilitation.
- Proven case management experience.
- Strong organisational skills to enable arrangement and coordination of services.
- Proven administrative skills (including basic data entry and word processing and report writing) with the ability to manage resources.
- Experience in the use of client relationship management software (CRM).
- Understanding of and commitment to delivering a service that is based on Principles of Dignity in Care.
- Recent and relative position within Community Aged Care (desirable).
- Nursing knowledge of issues involved in supporting and caring for older people with diverse value systems, cultural differences and special needs.
- Willingness to provide an advocacy role for vulnerable people as required.

#### Supervisory/People Skills

- Sound interpersonal skills including the ability to engage with a variety of people both face to face and over the phone.
- Experience assisting management with the provision of clinical nursing leadership to staff/volunteers.
- Able to work in partnership with stakeholders to achieve positive outcomes.

#### WH&S

- WH&S knowledge and skills suitable for the position.

#### Cultural Fit

- Work within a team environment in accordance with AnglicareSA values.

### Competencies

Living the AnglicareSA Values	Demonstrate the values within their work area. Support team members in displaying the values.
Cultural Respect of Aboriginal Peoples	Support team members to effectively respond to the needs and aspirations of Aboriginal people and communities.
Valuing Diversity <i>(race, ethnicity, gender, sexual orientation, socio-economic status, age, physical abilities, religious beliefs, political affiliation etc.)</i>	Support team members to accept, respect and appreciate individual differences.

## AnglicareSA Vision

Justice, respect and fullness of life for all.

## AnglicareSA Mission

AnglicareSA provides care and support with a voice for disadvantaged and vulnerable people in our communities.

## AnglicareSA Values

- **Integrity**  
We act honestly and ethically and ensure accountability to those we service and work with.
- **Compassion**  
We respond with sensitivity and empathy to the needs, ability and aspirations of the people we work with and the communities we serve and work with.
- **Stewardship**  
We are custodians of the resources entrusted to us for current and future service, building the capability of those we serve and those we work with, to ensure the sustainability, quality and effectiveness of our services.
- **Equity**  
We affirm the importance of diversity and inclusion in our workplace and the community. We will demonstrate fairness in our workplace. We will promote personal, social and economic change to enable those customers in the most difficult circumstances to flourish.
- **Servant Leadership**  
We place the needs of others first to enable them to grow. We empower, accept responsibility, and understand our role is to enable, encourage and support.

## ACCEPTANCE/AUTHORISATION

Jobholder Signature: ..... Date .....

Print Jobholder Name: .....

General Manager, Aged Care Services Signature:  .....

Date: 7/6/2018 .....