



Position Description	
Senior Coordinator (Registered Nurse)	
Name of appointed officer:	Vacant
Date of appointment:	
Date of last review of position description:	November 2016

1.	Salary and conditions	
	All terms and conditions of employment are consistent with the Local Government (State) Award unless otherwise stated.	
	Assessed entry level of position within salary system:	Band 3 Level 2
	Position limit within salary system: (20 Grade structure)	Grade 11 - Entry to Step 4
	Status of position:	Permanent
	Hours of work per week:	35

2.	Organisational relationships	
	Directorate:	Environment, Planning & Community
	Section:	Care & Support Services
	Unit/team:	
	Work base:	Maclean
	Position responsible to:	Senior Programs Coordinator (Home Care)
	Level of support and supervision:	Low
	Level of personal management:	High
	Level of teamwork required:	High
	Supervision of staff:	Support Workers
	Internal contacts:	All staff within Council
	External contacts:	General public and local and regional service providers

3.	Physical demands of the position
	Frequent use of computer keyboard
	Prolonged standing
	Prolonged sitting
	Prolonged driving

4.	Purpose of the position
4.1	To coordinate and provide clinical support including education and training to staff, service users and families in a restorative and goal centred framework that meets the Home Care Standards and Disability Standards.
4.2	To provide a comprehensive and holistic approach to case management, monitor support staff and participate as a member of a team in the provision of direct service delivery to service users that are frail aged, people with a disability and their carers.

5.	Major duties and responsibilities
5.1	Supervise Support Workers and Enrolled Nurses reporting to this position including work performance, competency assessment and identification of training needs.
5.2	In consultation with the Senior Programs Coordinator (Home Care) write reports on the progress of Care & Support Services operational activities as required.
5.3	Liaise with the Senior Programs Coordinator (Home Care) in the development of service/individual budgets and forward planning of the service and seek approval as required.
5.4	Maintain high standards of professionalism, quality service standards and the achievement of performance targets outlined in Care & Support Services' Quality Management Plans, Policies, Procedures and Protocols.
5.5	Participate in staff training and education program by facilitating, presenting, mentoring and organising identified programs.
5.6	Manage a prescribed caseload and conduct home visits for assessments and care planning, risk management and developing individual budgets.
5.7	Deliver registered nurse specific clinical care in accordance with individual service users' plans of care.
5.8	Use organisational assessment and care planning tools, administrative systems and program guidelines to regularly monitor and evaluate the effects of care provided to service users through planned reviews, reassessments, service delivery outcomes and regular contact with service users, their representatives and health care providers.
5.9	Maintain sufficient stock level of essential clinical and medical supplies.
5.10	Participate in Care & Support Services quality management activities and initiatives.
5.11	Maintain accurate service user records in accordance with organisational policies, procedures and legislative requirements. Ensure records are securely stored to protect and uphold service users' rights to privacy and confidentiality.

6.	Essential criteria
	<i>Applicants must address each of the individual criteria listed below in their application.</i>
6.1	Education and knowledge
6.1.1	Registered Nurse (DIV 1) Registration with the Australian Health Practitioners Regulation Agency (AHPRA)
6.2	Licences/tickets, clearances, membership
6.2.1	Criminal history that does not adversely affect ability to perform the inherent requirements of the position
6.2.2	Current Drivers Licence
6.3	Experience
6.3.1	Demonstrated knowledge, ability and experience in case management which may include comprehensive assessment, planning , provision and evaluation of service to the aged, people with a disability and their carers
6.3.2	Demonstrated experience in clinical nursing practice and knowledge of community aged care nursing
6.4	Position related skills
6.4.1	Demonstrated ability to supervise and support staff
6.4.2	General computer literacy in email and internet programs and intermediate proficiency in Microsoft word and excel
6.4.3	Demonstrated oral and written communication skills and well developed interpersonal skills including conflict resolution, networking, negotiation and advocacy
6.4.4	Demonstrated ability to interpret legislation and standards and work within program guidelines
6.5	Work qualities
6.5.1	Demonstrated commitment to the achievement of organisational goals and objectives

7.	Desirable criteria
	<i>Applicants must address each of the individual criteria listed below in their application.</i>
7.1	Education and knowledge
7.1.1	Tertiary qualification in a relevant industry
7.1.2	Ability to develop knowledge and understanding of local service provision and to develop networking relationships with service providers
7.1.3	Knowledge of the Community Care sector including latest trends
7.2	Experience
7.2.1	Experience with client management databases

8.	Other features of this position include
	The incumbent is required to meet all Continuing Professional Development obligations and maintain DIV 1 Registered Nurse registration with AHPRA.
	Contact with customers with challenging behaviours
	Participate in a rotational 24 hour on call system

9.	Generic performance requirements
	Ethics/probity – act in accordance with the Code of Conduct.
	Equal employment opportunity - comply with Council's Equal Employment Opportunity (EEO) Protocol.
	Health and safety (WHS) - undertake duties and act at all times in accordance with the WHS Management System.
	Other duties (outside of specific position requirements) - under the provisions of the Local Government (State) Award, Council may direct any employee to carry out duties that are believed to be within the employee's skills, qualifications, competence and fitness capabilities, whether or not they are a usual function of the position. Where an employee is required to perform duties associated with a higher position, the Use of skills Clause in the Local Government (State) Award will apply.

10.	Declaration	
<p>In signing this declaration I acknowledge that I, _____, have been advised of the requirements, terms and conditions of appointment to this position based on this Position Description.</p>		
<p>Signed: _____</p> <p style="text-align: center;"><i>Employee</i></p>		<p>Date: _____</p>
<p>Signed: _____</p> <p style="text-align: center;"><i>Manager Human Resources</i></p>		<p>Date: _____</p>