

# Position Description

## Senior Coordinator (Registered Nurse)

**Name of appointed officer:** Vacant

**Date of appointment:**

**Date of last review of position description:** November 2016

### 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 fortnight:	70

### Organisational relationships

Directorate:	Environment, Planning & Community
Section:	Care & Support Services
Team:	Packaged Care
Work base:	Maclean – the position base may be subject to change in the future
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

## Vision, mission and values

<b>Our vision:</b>	To make the Clarence Valley a community full of opportunity
<b>Our mission:</b>	To plan and deliver services valued by the community
<b>Our values:</b>	the acronym ' <b>STRIVE</b> ' describes the values and behaviours which are considered to be core requirements when we deal with each other and our community



## Our Values and Behaviours

Safe	
We will have a safety focused workplace culture to ensure the wellbeing of our staff and the community.	
Acceptable	Unacceptable
I am aware of hazards	I take shortcuts
I promote a safe culture	I ignore safety
I look out for others	I do not communicate
Teamwork	
We will work together as one council towards shared goals and for the greater good of the community.	
Acceptable	Unacceptable
I share the load	I undermine others
I communicate with others	I act in isolation
I value people's strengths	"What's in it for me?"
Respect	
We will be inclusive, treat people with courtesy and fairness, and ensure each individual is valued and heard.	
Acceptable	Unacceptable
I am inclusive	I am a bully
I value the skills and opinions of others	I am aggressive
I listen actively	I am a gossip
Integrity	
We will behave in a way that is honest, open, and transparent. We will take responsibility for our actions and strive for excellence.	
Acceptable	Unacceptable
I am honest	I lie and conceal
I work ethically and lead by example	I act corruptly
I am responsible for my actions	I undermine others
Value	
We will deliver services efficiently, effectively, and in an environmentally and financially sustainable manner.	
Acceptable	Unacceptable
I always look for improvements	I misuse Council resources
I work efficiently	I'm a bludger
I learn from my mistakes	I don't respect the environment
Engagement	
We will engage with our staff and community to inform our decision making, and create awareness of our activities.	
Acceptable	Unacceptable
I communicate in a clear and timely manner	I deliberately misinform (lie)
I am the face of Council	I don't value consultation
I value all our customers' needs	I ignore communication

### Physical requirements of the position

Frequent use of computer keyboard

Prolonged standing

Prolonged sitting

Prolonged driving

### Purpose of the position

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.

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.

### Major duties and responsibilities

Supervise Support Workers and Enrolled Nurses reporting to this position including work performance, competency assessment and identification of training needs.

In consultation with the Senior Programs Coordinator (Home Care) write reports on the progress of Care & Support Services operational activities as required.

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.

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.

Participate in staff training and education program by facilitating, presenting, mentoring and organising identified programs.

Manage a prescribed caseload and conduct home visits for assessments and care planning, risk management and developing individual budgets.

Deliver registered nurse specific clinical care in accordance with individual service users' plans of care.

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.

Maintain sufficient stock level of essential clinical and medical supplies.

Participate in Care & Support Services quality management activities and initiatives.

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.

### Essential selection criteria

*The selection criteria must be addressed as part of your application. Applicants must meet the essential criteria in order to be considered for interview.*

#### Education and knowledge

Registered Nurse (DIV 1) Registration with the Australian Health Practitioners Regulation Agency (AHPRA)

#### Licences/tickets, clearances, membership

Criminal history that does not adversely affect ability to perform the inherent requirements of the position

Current Drivers Licence

#### Experience

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

Demonstrated experience in clinical nursing practice and knowledge of community aged care nursing

#### Position related skills

Demonstrated ability to supervise and support staff

General computer literacy in email and internet programs and intermediate proficiency in Microsoft word and excel

Demonstrated oral and written communication skills and well developed interpersonal skills including conflict resolution, networking, negotiation and advocacy

Demonstrated ability to interpret legislation and standards and work within program guidelines

#### Work qualities

Behaviour that positively demonstrates commitment to Council's STRIVE values

### Desirable selection criteria

*The following criteria are considered important and demonstrated capacity to meet them will be highly regarded.*

#### Education and knowledge

Tertiary qualification in a relevant industry

Ability to develop knowledge and understanding of local service provision and to develop networking relationships with service providers

Knowledge of the Community Care sector including latest trends

#### Experience

Experience with client management databases

**Other features of this position may 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

**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.

**Declaration**

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.

Signed: ..... Date .....  
*Employee*