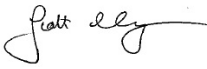




eCase Trainer

Job and Person Specification

Code	CSJD122
Classification	Corporate Services
Reports to	Paul Bolton, Project Manager - IT
Approved by (Name)	Scott Morgan
Approved by (Signature)	
Date of Approval	<u>25 /09 / 2023</u>

I have read the content of this Job and Person Specification and agree that I have the ability and commitment to meet the requirements of the position in addition to upholding the Purpose and Values of Eldercare.

Acknowledged by Employee	
Name of Employee	
Date of Acknowledgement	<u> </u> / <u> </u> / <u> </u>

Last Review	15/08/2022	Next Review	15/08/2027	Status	Published
Owner	HR Manager	Version	3	Page 1 of 5	

On printing document is no longer controlled.

Eldercare

Our Purpose

Delivering peace of mind with our care.

Our Values

Respect

Value in Action - We protect the dignity, rights and values of individuals

All people are important to Eldercare and everyone deserves to be respected in accordance with our founding Christian principles.

Diversity of experience, culture and opinion is valued and encouraged.

How we go about things is just as important as what we actually do. We protect the dignity, rights and values of individuals.

Our services encompass mind, body and spirit and aim to build well-being and resilience.

Accountability

Value in Action - We are all responsible for working safely and with integrity

Eldercare is known as a safe and reliable organisation. Residents, clients, their families and friends rely on Eldercare to care for the people that they love with respect and dignity. We have a role to play in providing residents and their families with peace of mind.

Eldercare is committed to serving the community for the long term so our decisions are made with this in mind.

We display collaborative leadership throughout our organisation and we learn from our mistakes.

We continually strive to improve and respectfully challenge the status quo with improvement in mind.

All of our actions are focused on maintaining the integrity of our commitments. Each of us at Eldercare is responsible for our own behaviours for ensuring the best quality care is provided and for the success of the organisation.

Connection

Value in Action - We develop vibrant and supportive relationships based on warmth and generosity

We create environments where warmth and generosity are present. We reconnect residents with their own purpose and meaning and do everything we can to help them live a fulfilling life.

We are committed to building vibrant, supportive and connected retirement living and residential care communities where resident choice is paramount and the uniqueness of each resident is discovered.

Last Review	15/08/2022	Next Review	15/08/2027	Status	Published
Owner	HR Manager		Version	3	Page 2 of 5

On printing document is no longer controlled.



Our Diversity & White Ribbon Commitment

Eldercare welcomes diversity. Regardless of their culture, religion, spirituality, age, gender, sexuality, disability, socio-economic background or personal experiences, our people are included and respected.

Eldercare encourages respectful relationships and does not accept any form of gender-based violence in the workplace.

Eldercare is committed to preventing violence against women and is proud to be a White Ribbon Accredited Workplace to support victims of abuse.

All employees can expect to receive fair and equal treatment and to be free from discrimination in all aspects of their life with Eldercare.

JOB SPECIFICATION

Summary of the broad purpose of the position in relation to organisation goals

The Clinical System Replacement (CSR) Project has been established to replace the current clinical system (People Point) with Health Metrics' eCase clinical system. As part of this project, new and existing staff at all Eldercare Residential Aged Care facilities will need to be trained in how to use the eCase system.

eCase Trainers will play a vital role in training staff on use of the new system.

The eCase Trainers will be responsible for:

- Execution of training in the eCase system at Residential Aged Care facilities in the lead up to a site Go-Live

Reporting/Working Relationships

The eCase Casual Trainers:

- report directly to the Clinical Project Advisor
- works closely with other eCase Trainers
- works closely with the broader CSR Project team
- works closely with the other Clinical and Head Office staff

Special Conditions

Last Review	15/08/2022	Next Review	15/08/2027	Status	Published
Owner	HR Manager	Version	3	Page 3 of 5	

On printing document is no longer controlled.

Eldercare

- Appointment and ongoing employment are subject to a satisfactory Police Clearance or any clearances required for compliance reasons (e.g NDIS).
- Current driver's licence is required.
- Eldercare is a non-smoking workplace.
- Vaccination is required as per any mandate from State of Australian Governments or Eldercare policy.

Statement of Key Outcomes and Associated Activities

Support of CSR Training

- Deliver CSR Project training for new and existing staff to meet individual site and/or staff member needs. Depending on the training needs of each site, this will either be onsite in the weeks prior to an eCase Go-Live or at Eldercare Head Office.

WHS Responsibilities

All Employees:

- Takes reasonable care to protect own health and safety, and to avoid adversely affecting others. This includes as far as reasonable using equipment provided for WHS purposes, obeying reasonable WHS instructions, complying with all WHS policies, procedures, safe operating procedures, work practices and associated WHS document.
- Ensures that they are not affected by alcohol or drugs to the extent that they endanger their own safety or the health and safety of others.

Duties and responsibilities for this position should not be considered definitive. Duties may be added, deleted or modified as necessary. Position statements and Employee performance will be reviewed regularly.

PERSON SPECIFICATION

Essential Minimum Requirements

- Current Nursing Registration
- Reliable Car and Driver's license with a willingness to travel to all Eldercare facilities

Personal Abilities/Aptitude/Skills

- Excellent communication skills
- Confidence in presenting information to large groups
- Sufficient IT technical capability

Last Review	15/08/2022	Next Review	15/08/2027	Status	Published
Owner	HR Manager		Version	3	Page 4 of 5

On printing document is no longer controlled.

Eldercare

Desirable Requirements

Qualifications/Experience

- Prior experience in using the eCase system
- Prior experience in delivering training

Last Review	15/08/2022	Next Review	15/08/2027	Status	Published
Owner	HR Manager	Version	3	Page 5 of 5	

On printing document is no longer controlled.