



Lutheran Community Care

POSITION DESCRIPTION

Position:	Care Manager	Service:	St Andrews Lutheran Aged Care
Department:	Aged Care	Revised:	June 2017
Conditions:	Individual common law contract		

Purpose of the Role

To ensure residents receive quality care and feel secure in their environment through the incorporation of a person-centred model promoting wellness and engagement. This position will maintain compliance with legislative requirements and the Accreditation Standards and optimise ACFI funding whilst effectively leading staff.

Operating Environment

This position is located in Tallebudgera at the St Andrews Lutheran Aged Care of Lutheran Community Care (LCC), a respected not-for-profit organisation providing services in the fields of aged care, family and youth support, disability and chaplaincy in South-East Queensland.

St Andrews Lutheran Aged Care

St Andrews provides residential accommodation for 72 older Australians and is surrounded by a village of 24 independent living units.

Reporting Relationships

The Care Manager reports to the General Manager of St Andrews Lutheran Aged Care, and provides leadership and supervision to the clinical, creative programs and allied health teams.

Major Responsibilities

Within the policies established by LCC and working in collaboration with relevant managers and employees, the occupant of this position will:

- Provide professional leadership to clinical, lifestyle and allied health staff;
- Contribute to the coordination, strategic direction and development of the Aged Care service;
- Provide Clinical and Departmental information to facilitate informed executive decision making;
- Implement and drive the move towards client-directed support that focuses on choice and control;
- Proactively contribute to the management team;
- Ensure that Clinical Quality and Risk Management Programs are implemented and followed;
- Manage the clinical services budget;



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- Oversee the preparation and submission of Aged Care Funding Instrument applications to ensure St Andrews Lutheran Aged Care optimises Government funding;
- Manage the admission process of residents;
- Liaise with appropriate stakeholders to ensure that St Andrews Lutheran Aged Care's occupancy is maximised;
- Lead, motivate, coach and mentor the staff of the service in a manner that promotes a high performing and innovative workplace culture;
- Support the provision of customer focused systems and processes and support consumer participation in decisions relating to the service, consistent with a person centred care model;
- Supporting the General Manager in formulating and implementing plans for the service's development;
- Developing and maintaining appropriate links with the community, industry and LCC peer group.

Qualifications and Experience

Incumbent must possess current AHPRA Registration as well as demonstrated experience providing clinical leadership within the aged care sector is essential. Possession of a thorough knowledge of current issues relating to the aged care industry as well as an advanced understanding of the role and functions of the Department of Social Services is required.

The incumbent should possess previous experience managing and maintaining organisational change and staff development. Advanced knowledge of electronic information management as well as a strong understanding of continuous improvement concepts and Accreditation Standards are essential.

This position requires the ability to effectively and appropriately communicate with a wide variety of stakeholders, including co-workers and managers, residents and families, industry colleagues, and relevant Government Departments.

The incumbent must maintain a positive federal police check and Australian driver's licence.

The incumbent will be required to provide medical information relevant to this position by submitting to a pre-employment medical and be deemed fit by LCC Chief Medical Officer.

<p>NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organisation.</p>
