

POSITION DESCRIPTION

Position Title:	Supervisor (Weekend, Afternoon & Night)
Reports To:	Care Manager (Residential Site Manager @ McLean)
Supervising:	Personal care workers/ Div 2 nurses, services staff
Liaises With:	Corporate services and external providers.
Location:	McLean Lodge Hostel 1-2 Little Princes Street, Flemington
Classification:	Wintringham EBA
Hours:	Casual

Program Description:

Wintringham residential care sites provide care to men and women who have previously been homeless or at risk of homelessness. All the care provided to Wintringham residents is carried out with the underlying principles of social justice. Wintringham staff must work in partnership with clients and residents to achieve mutually agreed outcomes. It is expected that staff will modify their approach to suit the needs of the individual and maintain a harmonious relationship with clients and residents whenever possible.

The objectives of the position are to:

- Provide quality services in a manner that maintains and enhances the independence of residents and maximises their lifestyle options.
- Ensure all residents are provided with a secure, friendly environment where individual choice and decision making are encouraged.
- Contribute to the ongoing development of a non-institutional model of care in line with the philosophy and objectives of Wintringham.
- Manage the facility in the absence of the Residential Site Manager.

Responsibility and Duties:

Resident Care and Support

- Admit and orientate new residents
- Provide care services as detailed in the individual resident Care Plan.
- Provide emotional support to residents.
- Assist residents to access services they require.



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- Undertake detailed clinical assessments of unwell residents (including medications), seek assistance as required and complete a detailed report of interventions and outcomes.
- Consult appropriately with the Clinical Service Manager – DON after hours for clinical issues, including infectious illness and medication errors.
- Liaise with medical practitioners, pharmacists and other health services to provide relevant services for the care and well being of the resident's.
- Provide/directly supervise complex care such as wound management, palliative care, emergency procedures.
- Be responsible for the maintenance of medication procedures and practices in accordance with Wintringham policy.
- Implement recommendations of audits undertaken by the clinical care team.
- Provide leadership in the management of residents exhibiting behaviours of concern
- Provide leadership in the management of cigarette and alcohol programs
- At McLean Lodge undertake cleaning, laundry and food services as per the task list.
- At Eunice Seddon undertake duties as per current duty list

Staff Management

- Allocate staff according to resident care requirements and staff skill mix
- Ensure appropriate staffing for the following shift
- Orientate and support new/agency staff
- Provide mentoring and support for staff throughout the shift
- Oversee the provision of cleaning, laundry and food services and provide assistance when required.
- Ensure that all staff are working in accordance with organisational policies and procedures and resident care plans
- Identify staff performance issues and undertake performance management as required in consultation with the Site Manager
- Contribute to annual performance reviews of direct reports

Documentation and Reporting

- To ensure confidentiality is maintained at all times.
- Develop admission / respite care plans for new residents and interim care plans for those residents with changed care needs (eg return from hospital)
- Maintain documentation as required for individual resident's progress notes.
- Develop a good understanding of ACFI and ensure assessments are accurately completed.
- Initiate quality improvement processes such as incident reports, complaint forms and hazard alerts. Assess issues and implement improvements in consultation with the Care Manager and Site Manager.



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- Contribute to clinical reports such as the Infection Surveillance Report.
- Monitor the completion of documentation by direct reports.
- Ensure that all issues are accurately conveyed to the next shift through appropriate documentation and handover
- Attend to resident/family complaints on the shift and communicate concerns to the Site Manager
- Consult appropriately with the Site Manager after hours regarding non clinical issues including mandatory reporting and complete documentation as directed.
- Record all maintenance and pest control requirements and arrange via after-hours maintenance for emergency service contractors when required.
- Perform administrative tasks in the absence of the Residential Site Manager / Care Manager.
- Participate in relevant meetings and in-services as required.

Professional Development

- Actively participate in the operation of the facility as a senior staff member, including participation in staff meetings.
- Pursue ongoing development in order to enhance knowledge of contemporary practices and broaden understanding of own responsibilities.
- Proactively assist with the maintenance of the quality management system and to accept responsibilities as defined in the relevant policies and procedures.
- Be aware of relevant legislative standards and guidelines.
- Practice open communication and pro-actively participate in problem solving where issues or areas of disagreement arise, as per the Open Communication Policy found in the Leadership and Management Manual.
- Act for the Care Manager in her/his absence
- Duties as directed by the Residential Site Manager / Care Manager.

Health & Safety:

As a Wintringham employee you have the following responsibilities under the OHS Act 2004:

- Take reasonable care to ensure your own safety
- Do not place others at risk by any act or omission
- Follow safe work practices and procedures
- Use and care for equipment as instructed
- Do not wilfully and recklessly interfere with safety equipment
- Report hazards and injuries
- Cooperate with the employer to meet OHS obligation under OHS Act 2004.

Extended Management Responsibilities:

- Take appropriate action in the case of an emergency.



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- Ensure employees have the information, instruction, training and supervision that they need to work safely.
- Consult with employees (and Health and Safety Representative) on proposed changes.
- Identify, assess and control hazards.
- Maintain a safe working environment

Qualifications:

Mandatory

- Division 2 Nursing Registration with Medication Endorsement

Preferred

- First Aid Certificate

Skills and Experience:

Essential

- Knowledge and understanding of the special needs of older people.
- Experience working with clients with challenging behaviour
- Experience in the assessment and management of changes in clinical needs of older people.
- Ability to work as part of a team
- Good communication skills both written and oral.
- Computer literacy.
- Sound knowledge of the Aged Care Standards and the ACFI.
- Understanding of issues related to OH&S including infection control, manual handling and hazard identification
- Ability to encourage and motivate staff.

Desirable

- An understanding of issues associated with aged homelessness.
- Supervisory skills or experience.

Appointment is subject to a satisfactory police records check prior to commencing unless the applicant is already a staff member who is currently employed with Wintringham.

Wintringham is an equal opportunity employer.



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I have read this position description and understand the requirements and responsibilities of this position as part my employment with Wintringham.

EMPLOYEE'S NAME _____

SIGNED _____ DATE _____

