**Position Title:** Assistant Supervisor – Ron Conn

**Reports To:**  Supervisor

**Supervising:**  Care Staff

**Liaises With:**  Other staff members and residents

**Location:** Ron Conn Nursing Home,

Westminster Drive, Avondale Heights

**Classification:** Wintringham EBA

**Hours:** Full Time / Part Time / Contract / Casual

**About Wintringham**

Wintringham provides affordable and high quality housing, support, aged care services and accommodation to people over 50 years old, who have previously experienced homelessness or are at risk of becoming homeless.

Wintringham promote a care model of empowerment, where Wintringham staff work in partnership with clients and residents to achieve mutually agreed outcomes.

Wintringham is an advocate for elderly people, respecting their individuality, whilst working to achieve equality and social justice.

**Position Summary**

* Provide quality services in a manner, which 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.

**Responsibilities and Duties:**

* To ensure confidentiality is maintained at all times.

### Resident Care and Support

* Develop an expert knowledge of resident’s health and reassess regularly through participation in ‘Resident of the Day’.
* Provide leadership in the management of challenging behaviours including being responsible for the administration of cigarette and alcohol programs
* Assist in the ongoing assessment of residents who are unstable and notify the supervisor of abnormal findings
* Assist in the administration of Schedule 8 and ‘prn’ medications
* Assist and support care staff in all aspects of their work including medication administration and personal care.

### Human Resources

* Orientate and support new/agency staff
* Provide mentoring and support for staff throughout each shift
* Be responsible for ensuring that all staff are working in accordance with organisational policies and procedures and resident care plans
* Inform the supervisor of any staff performance issues when identified.

### Documentation and Reporting

* Participate in quality improvement processes such as incident reports, complaint forms and hazard alerts.
* Assist with updating care plans in consultation with the Supervisor
* Ensure ACFI assessments are completed accurately
* Maintain appropriate documentation as required and ensure all direct reports accurately complete required documentation.
* Duties as directed by the Supervisor.

### Professional Development

* Actively participate in the operation of the facility as a senior staff member.
* Demonstrate a commitment to ongoing training and professional development through attendance at in-service training and external training sessions.
* 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.

### Health & Safety Responsibilities:

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.

**Qualifications:**

### Mandatory

* Registered Nurse Division 2, (Medication Endorsed)

#### Skills and Experience

* Demonstrated ability to supervise and support staff to ensure a high standard of care is maintained.
* Well developed communication skills.
* Experience in gerontology / community / palliative / mental health / alcohol and drugs or related specialty.
* Experience with Microsoft Office.
* A commitment to social justice.
* Knowledge and understanding of issues related to Occupational Health and Safety including infection control, manual handling and hazard identification.

#### Desirable

* Administration skills in documentation and quality assurance programs.
* Autonomous and self directed.
* Experience and knowledge of services associated with aged homelessness.

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

**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\_**\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_