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| **POSITION DESCRIPTION** |
| **Position Title:** | Facility Manager - St Johns Home for Men |
| **Service/Facility/Department:**  | Residential Aged Care Facilities |
| **Direct Reports:**  | All facility staff |
| **Key Relationships:**  | **Internal:** All facility staff, Executive Leadership Team and Anglicare central support teams |
| **External:** Residents, residents’ families, medical professionals and agency staff |

**Position Statement / Overall Purpose**

The overall purpose of the Facility Manageris to ensure the provision of high quality services to aged care residents by effectively leading, motivating and developing a multi-disciplinary team in the delivery of individualised care while enhancing residents’ quality of life, and achieving the strategic direction of the organisation within designated clinical and business frameworks.

The Facility Manager will be required to build and maintain relationships with key stakeholders; provide effective care and business governance; and participate as an effective member of the Service Delivery Leadership Team.

The Facility Manager will work in accordance with the values of Anglicare Southern Queensland (Anglicare) and support core business by providing service, guidance and advice within this position’s specialty area.

**Position Specific Credentials, Qualifications and Other Requirements**

* Current National Police Certificate
* Ability to meet the requirements of a Key Personnel Check for the purposes of the Aged Care Act (1997).
* Current Queensland Driver Licence and own reliable vehicle
* Degree in Nursing or Degree in Human Services, Behavioural Science or similar field
* Post graduate qualification in Health Administration, Human Resources, Business, Nursing Education, Research, or similar field (or currently studying)
* Study in the areas of business or management and ability to demonstrate business acumen (desired)
* Current registration with AHPRA (if applicable)

**Key Selection Criteria**

* Ability and willingness to provide direct care within scope of practice
* Recent management experience in aged care, health, community services or a similar area and evidence of a focus on high quality resident care
* Proven competency in operational planning, strategic and innovative thinking, resource management, and budget management
* Knowledge of the standards and guidelines for residential aged care, funding instruments and sources, and demonstrated evidence of an ability to maximise revenue
* Superior leadership skills, including evidence of guiding and motivating staff
* Change management experience; ability to lead continuous quality improvement
* Strong interpersonal, written and verbal communication; problem solving and analytical skills
* Demonstrated ability to use information technology in care and management
* High personal and professional ethical standards

**Key Accountabilities and Responsibilities**

1. **Accountability: Contemporary practice standards and management of care**

***Ensure all care practices meet standards, legislative requirements, and needs of the residents***

**Responsibilities:**

* Ensure contemporary clinical practice standards are implemented and maintained within the care governance framework, in conjunction with the Clinical Nurse
* Manage and monitor services to ensure they are delivered in line with the mission and vision, policies & procedures, accreditation standards and legislative requirements
* Oversee documentation to ensure legislative, legal and funding authority requirements and outcomes are met
* Lead and implement a resident- focused service ethos in the facility
* Participate in organisational reviews, initiatives, and models of service delivery
* Undertake clinical supervision where needed and act as a role model in the provision of care
1. **Accountability: Financial performance and management**

***The effective and efficient use of financial resources, property and equipment***

**Responsibilities:**

* Develop and manage operating and financial budgets based on funding and in line with the approved Business Plan
* Ensure aged care funding instruments are used effectively and revenue is maximised
* Schedule and manage resources in line with approved budgets
* Effectively plan, monitor and control the utilisation of capital, physical and human resources to achieve budget
1. **Accountability: Participate in the management team**

***Partner with the Executive Leadership team to achieve quality outcomes***

**Responsibilities:**

* Network across the organisation to understand strengths and resources available
* Participate in the development, improvement and implementation of management systems and processes
* Actively seek opportunities to partner in care with community and other services within Anglicare; critically examine and improve work practices and lead change
* Actively share ideas and resources with peers, including community services and the leadership team, and participate in relevant organisation committees as required
1. **Accountability: Business planning and development**

***Develop business plans that ensure quality and successful outcomes in line with Anglicare’s strategic plan***

**Responsibilities:**

* Research and understand local region’s demographics for aged care
* Prepare, implement and monitor a realistic and comprehensive business plan for the Facility and ensure outcomes are achieved
* Network and develop relationships with key community and industry stakeholders as they relate to the Facility and organisation; promote and maintain good public relations
1. **Accountability: Team contribution, leadership and continuous improvement**

***Contribute to a positive team environment and continuous improvement culture***

**Responsibilities:**

* Assist to recruit, orient, direct and support staff in accordance with policy, legislation requirements and risk management standards
* Undertake performance management activities to maintain and develop individual and Facility performance
* Develop and maintain positive relationships within the team by providing effective, relevant leadership; participate in internal professional supervision
* Lead and participate in staff meetings including planning and development days, and share information to improve work environment and outcomes
* Provide proactive and positive support to team members, where required
* Participate in the development of the service including strategic planning and evaluation
* Contribute to ideas for improved ways of working and drive implementation of routine changes
* Undertake professional development and regular training opportunities to ensure skills meet the requirements of the role
* Ensure all concerns and issues raised are fairly and appropriately investigated, and a plan for resolution including timeframes is documented

**Other Duties and Requirements**

* Maintain confidentiality, including but not limited to information relating to residents, clients and employees of Anglicare and do not disclose information during or after employment.
* Act in accordance with Anglicare’s Code of Conduct and the organisation’s policies and procedures.
* Ensure that credentials and qualifications set out in this Position Description are current at all times.
* Undertake those tasks outlined on a duties list, or any other tasks delegated to you by your manager or supervisor, provided these requirements are safe, efficient, relevant, legal and within your abilities.
* Undertake work practices in a safe manner and comply with work health and safety instructions, within relevant policies and procedures.
* Undergo relevant evaluations and assessments, as requested by Anglicare, to ensure that the physical and functional requirements of the role can be met.

**Delegation of Authority:**

* In accordance with the Anglicare Delegations of Authority Policy.