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| **TITLE:** | Director of Nursing |
| **CLASSIFICATION:** | Negotiated Contract |
| **REPORTS TO:** | Director Finance and Community Services |
| **DIRECT REPORTS:** | Administration Supervisor, Assistant DON, Clinical Care Manager, Maintenance Supervisor, Kitchen Supervisor |
| **DATE REVIEWED:** | February 2022 |

***This is not a static document. Management reserves the right to review and amend this position description in consultation with the position holder from time to time as the need arises.***

***Statements in this position description are intended to reflect, in general, the duties and responsibilities of the position and are not to be interpreted as being all-inclusive.***

## JOB SUMMARY

Effectively, efficiently and ethically manage Council’s residential aged care facility, the Lilliane Brady Village, including staff, resources, and the day to day operations by leading, guiding, and supporting a team which provides high quality, resident focused care and services in accordance with the mission and philosophy of the facility to achieve the determined strategic objectives.

## COUNCIL’S CORE VALUES

Council staff are committed to delivering value to our community by aligning to our core values of Accountability, Communication, Effective Leadership, Integrity and Teamwork. The abbreviated mantra "**ACE IT**" represents who we are as an organisation, these core values are the guiding principles for how we carry out our duties and interact with our community.



## ORGANISATIONAL RELATIONSHIPS

## SPECIFIC ACCOUNTABILITIES

### **FACILITY MANAGEMENT**

* + Manage all functions of the aged care facility in accordance with the applicable regulations and legislation working collaboratively with nursing staff, carers, residents, families, support staff and relevant community groups and other stakeholders to deliver an effective customer focused, best practice service.
  + Apply high level conceptual, analytical, and problem-solving skills to solve complex departmental issues, present logical arguments and draw accurate conclusions, with the ability to anticipate and minimise risks.
  + Regularly review and update policies & procedures in line with industry practice, professional standards, and legislation relevant to aged care.
  + Ensure that all clinical and care and support systems and processes installed promote best practice and effectively audit, analyse, and continuously improve the comprehensive assessment, care planning process and service delivery for each resident.
  + Ensure all residents’ rights, responsibilities, confidentiality, and privacy are maintained in all matters, specifically resident choice and dignity.
  + Timely attention to and reporting of matters requiring corrective action including mandatory reporting requirements to the Department of Health and other regulatory bodies.
  + Maintain knowledge on contemporary aged care clinical practice through networking, research, and professional development training, seeking out innovative ways to continually improve services.
  + Effectively and efficiently manage the human, material, and financial resources of the facility.
  + Actively contribute to and assist in the management of enterprise risk.
  + Actively liaise with and work collaboratively with other departments across the organisation in a positive team atmosphere when required.
  + Manage the recruitment, selection and appointment of suitable employees, attraction and retention strategies and performance management of staff.
  + Ensure allocation of staff is based on relevant resident’s clinical needs and staff capacity to care for the resident.
  + Ensure all assessments, documentation, care plans and reviews are carried out within a professional, efficient, and timely manner to meet the objectives of good clinical care, accreditation, and funding requirements.
  + Ensure that accurate records are kept, and accountable documents are certified and delivered to appropriate internal and external departments within agreed time constraints.
  + Ensure all records are filed appropriately in Council’s Records Management System.
  + Ensure transparency, accountability, and the highest standard of professionalism and probity.
  + Develop and maintain effective relationships with internal and external stakeholders.
  + Any duties reasonably requested by Council within the skillset of the job holder.

### **Management and Staff Supervision**

* + Lead in a professional and ethical manner by inspiring, empowering, motivating, managing, and developing people to achieve results.
  + Provide effective leadership, mentoring and support to direct reports including performance management and successful collaboration with other teams across the organisation.
  + Provide leadership and management that maintains a harmonious and effective team environment.
  + Give and receive regular feedback to enable performance to be improved, complete annual assessments and ensure individuals obtain the development and support they need to perform to the best of their ability.
  + Plan, schedule, and manage the allocation and use of staff and other departmental resources to efficiently and effectively deliver the objectives identified in Council’s annual operational plan and budget.
  + Lead by example, managing, coaching, and supporting staff in a positive way to achieve their goals and the objectives of Council, ensuring you also celebrate individual and team successes.
  + Foster a culture that values its people and encourages and supports customer focus, integrity and one team.
  + Develop and implement effective communication processes in a planned and systematic manner that provides operational information to Council, staff, the community, and external organisations as appropriate.

### **Finance**

* + Provide management information by monitoring estimates of cost, detailed programs of works including resource allocations, cash flows and review; controlling expenditure including monitoring, forecasting, and reporting on activities and taking corrective action as required to ensure compliance with annual management plans and allocated budgets.
  + Ensure the reliable management of resources including appropriate allocation, value for money and sound planning.
  + Continually audit systems and processes to assess their suitability and effectiveness to meet the current and future needs of the facility.
  + Review expenditures monthly and make necessary adjustments in consultation with other relevant staff.
  + Prepare the annual forecast of expenditures within one month of budget approval and review quarterly.

### **WORK, HEALTH AND SAFETY**

* + Take reasonable care for own health and safety as well as health and safety of others by adhering to safe working procedures including verbal instructions given by supervisors.
  + Work with due diligence and consideration to safeguard their own health and safety and the health and safety of others.
  + Report any potential hazards, incidents, or injuries to Supervisor and WHS Adviser within 48 hours.
  + Participate in any applicable WHS consultation arrangements.
  + Complying with any Return-to-Work Plan if injured and support rehabilitation in the workplace.
  + Correctly use all personal protective equipment.
  + Comply with emergency and evacuation procedures and site rules if applicable.
  + Report all identified hazards, accidents/incidents and near misses to manager/supervisor by actively monitoring the workplace to determine presence of hazards and initiate actions to rectify/eliminate the hazard.
  + Operate Council plant and equipment safely and in accordance with applicable legislation and guidelines.
  + Comply with emergency and evacuation procedures and site rules if applicable.

### **General**

* + Actively share information and knowledge with relevant staff.
  + Deliver the accountabilities and meet milestones, performance targets and service levels within your role.
  + Comply with the plans, policies, and procedures of Council and the service.
  + Ensure accurate records are maintained in Council’s corporate records management system as appropriate.
  + Ensure timely attention to and reporting of matters requiring corrective action.
  + Actively liaise with other Council staff, work collaboratively across the organisation, and contribute to a positive workplace culture.
  + Contribute to a positive work environment within the team, business unit, and the workplace.
  + Foster a culture of high performance, supporting others to deliver operational objectives.
  + Undertake relevant training to improve performance of the individual, the organisation, and to meet mandatory and/or compliance requirements.
  + When responding to customer enquiries both verbally and in writing, ensure that the information provided is accurate and in accordance with Council’s policies, guidelines, and relevant legislation inclusive of the Privacy Act.
  + Exhibit Council’s core values in all that you do and say, demonstrating behaviours that are above the line and setting a positive example that inspires staff around you to do the same.
  + Undertake any other duties as requested by Council within the skills and experience of the jobholder.

## SELECTION CRITERIA

### **Essential Criteria**

* Tertiary qualifications in Nursing with a current AHPRA registration (DIV 1 Registered Nurse combined with relevant management experience at a residential aged care facility
* Strong commitment to excellence and quality in the provision of aged care related services with a sound working knowledge and understanding of Aged Care Quality Standards and accreditation processes, the ACFI instrument including DoHA business rules
* Demonstrated ability to develop, achieve and maintain a business oriented approach to AFCI and revenue
* Outstanding interpersonal, oral, and written communication, consultation, negotiation, and advocacy skills with the demonstrated ability to develop and maintain relationships and effective partnerships with staff, residents, families, and the community
* Adept knowledge across Microsoft Office applications with high level computer literacy
* Proven ability to independently research, think analytically and plan work with the problem-solving skills to apply your specialised knowledge and experience to develop potential options and recommendations for resolution
* Well-developed organisational skills with the ability and willingness to adapt within a team environment of fluctuating workloads and changing priorities to meet operational outcomes and deadlines
* Effective time management skills, including but not limited to, working independently, managing competing priorities, setting, and meeting deadlines and organising own workload with minimal supervision
* Demonstrated leadership skills to manage and motivate staff to work effectively both as individuals and as part of the team, while maintaining a positive team culture
* Knowledge of and commitment to the principles of workplace health and safety (WHS)
* Valid Class C driver’s license

### **Desirable Criteria**

* Formal qualifications in leadership and management, business or finance
* Previous change management experience
* Broad clinical background as a Registered Nurse

## CONDITIONS OF EMPLOYMENT

### **SALARY**

The position has been evaluated in accordance with the Nurses’ (Local Government) Residential Aged Care Consolidated (State) Award, with the salary negotiated in accordance with the skills and experience of the job holder.

### **Hours**

Full time managerial staff at the Lilliane Brady Village work 38 hours each week. The spread of hours are worked over a 19-day month, Monday to Sunday.

However, you will be required to work the necessary hours to properly fulfill the requirements of this senior position within Council’s staffing structure, including working on the floor as required.

### **PRE-EMPLOYMENT SCREENING**

Prior to commencement of employment with Council it may be necessary to undergo the following pre-employment screening (at Council’s expense):

* Medical examination, which includes drug and alcohol testing
* National Police Check and Clearance
* Psychometric testing including cognitive ability and behavioural profiling
* Reference checking

### **EMPLOYEE ACCEPTANCE**

This section verifies that the position holder has read the above position description and accepts the role and associated responsibilities contained within this document noting that this document is not a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

The position holder agrees to work cooperatively under Council’s policies and procedures including work health and safety, equal employment, and code of conduct.

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| **NAME** |  | | |
| **SIGNATURE** |  | **DATE** |  |