

Position Description



POSITION TITLE		Assistant Care Manager			
REFERENCE/POSITION NUMBER		NRS0011			
DEPARTMENT		Blue Haven			
ACCOUNTABLE TO		Manager Care and Operations			
SUPERVISOR		Manager Care and Operations			
DIRECTLY SUPERVISES		10			
INDIRECTLY SUPERVISES		45			
VOLUNTEERS SUPERVISED		None			
GRADE	DDON 75-100 beds	STATUS	Permanent	TYPE	Full time
HOURS	38	LOCATION	Blue Haven Home		
MOBILE PHONE	Yes	LAPTOP	No		
VEHICLE		No vehicle			
LAST UPDATED		29/01/2019			



RESPECT

We treat others as we expect to be treated
- in a fair and professional manner.



INNOVATION

We champion change in order to provide superior services to our community.



INTEGRITY

We are open, honest and ethical in our behaviours
- at all times.



TEAMWORK

We are one team - working together with trust and commitment to achieve shared goals.



EXCELLENCE

We aspire to be the best - in everything we do.

ONE COUNCIL, ONE TEAM. THE RIITE WAY

OBJECTIVES

- To work collaboratively with the Manager Care and Operations to provide effective care and management of the Blue Haven Aged Care Facility.
- To direct and supervise staff to ensure nursing practices and procedures are consistent with Blue Haven Care Policies and Procedures, relevant legislative requirements and Best Practice.
- To provide clinical leadership and mentoring of Blue Haven Care's Registered Nurses.
- Ensure that education programs and quality improvement initiatives are implemented by staff so as to comply with the Accreditation Standards and Guidelines for Residential Care Services per the Quality of Care Principles 1997.

SELECTION CRITERIA

ESSENTIAL

- Registered Nurse qualifications and current AHPRA Division 1 Registration.
- Supervisory experience in a similar position in residential aged care or relevant health care setting.
- Working knowledge of the Aged Care Funding Instrument.
- Demonstrated ability to develop and implement quality assurance activities.
- Knowledge and experience in the accreditation process, including the development of policies and procedures.
- Strong oral and written communications skills.
- Well developed organisational and time management skills with the ability to determine work priorities and meet deadlines.

DESIRABLE

- Post graduate management qualification.
- Demonstrated experience in change management.
- Experience in the development and commissioning of an aged care facility.
- Demonstrated ability to develop, implement and report on strategic and operational plans.

DUTIES

- Ensure that the rights of residents are recognised and supported at all times.
- Ensure each resident is assessed adequately for care needs and are case managed appropriately.
- Maintain effective communication with the residents/families/friends and members of the care team to facilitate person centre care for each individual resident.
- Ensure nursing care provided is delivered with respect and compassion promoting physical, social, emotional, intellectual and spiritual wellbeing.
- Oversee that staff are providing residents with satisfactory continence management, wound care, medication management and behaviour management.
- Mentor Registered Nurses as the Clinical Leaders across the Home.
- Work with the ACFI coordinator and Manager Care and Operations to ensure ACFI claims are current and that funding is optimised as care needs change.
- Assist in preparation for and support during Accreditation visits.
- Participate in the Continuous Improvement program across the Home.
- Provide clinical advice and support to staff in the provision of clinical care.
- Regularly review and provide feedback on the performance of staff and manage as required.
- Provide input into the effective workflows of care across the Home on an ongoing basis.
- Provide operational support to the Manager Care and Operations.
- Relieve the Manager Care and Operations during periods of leave.
- Participate on the on call roster as required.
- Assist the Manager Care and Operations in providing a safe work environment for staff, visitors and residents through adherence to relevant legislation and guidelines.
- Actively participate in reviewing Blue Haven Care Policies and Procedures on a regular basis.
- Oversee the ordering and monitoring clinical stock.
- Oversee the staff rosters.
- Perform any other general tasks and jobs which are not listed but would be required at the discretion of the Manager Care and Operations

CORPORATE RESPONSIBILITIES

RESPECT AND DIGNITY

All employees are required to:

- Promote respect for others and fairness and equity, acting in accordance with principles of EEO and Anti-Discrimination
- Demonstrate respect for others and contribute to a positive work environment
- Take appropriate action to prevent bullying, harassment and discrimination of others
- Identify and minimise exposure to risk for self and others

INTEGRITY

All employees are required to:

- Comply with the Code of Conduct and all relevant legislative requirements, Council plans, protocols, policies and procedures
- Work within budget and time constraints to optimise outcomes while balancing resource requirements
- Apply policies, protocols and guidelines equitably and without personal bias
- Model Council's Values
- Use and protect Council's information, resources, equipment and systems in accordance with relevant protocols, policies and legislation

INNOVATION

All employees are required to:

- Identify and, in consultation with their supervisor, initiate opportunities for improvements in processes and service and waste minimisation
- Seek to understand and embrace relevant best practice and industry trends relevant to own work area
- Participate in ongoing learning and embrace relevant technology and change

TEAMWORK

All employees are required to:

- Actively share information, knowledge and skills with others to optimise organisational performance
- Take interest in and provide feedback on corporate initiatives
- Work positively and proactively with others, and to the best of your ability, to deliver organisational outcomes
- Provide support and advice, to others, in own area of expertise

EXCELLENCE

All employees are required to:

- Meet or exceed functional responsibilities and service level agreements described in position description and operational plans
- Support and use contemporary frameworks designed to optimise systems and processes
- Demonstrate an understanding of the needs of internal and external customers, as relevant to the role, anticipating and meeting their needs with the parameters of Council requirements
- Ensure current competence and relevant accreditation/licencing
- Follow safe and ethical practices to minimise risk to self and others
- Actively participate in relevant training and seek opportunities for ongoing learning as applicable
- Report incidents, illnesses and injuries immediately and take appropriate follow-up action if required

WORK, HEALTH AND SAFETY AND EQUAL EMPLOYMENT OPPORTUNITY RESPONSIBILITIES

In addition to the overall corporate responsibilities listed above and the statements below, you are required to perform your duties in accordance with this Position Description, Council's Code of Conduct, policies, protocols and procedures.

Work Health and Safety (WHS)

- Follow safe practices/procedures to perform your duties in a manner, so as not to put yourself or others at risk of harm
- Participate in development of safe work methods and risk assessments with your supervisor when required
- Actively participate in WHS inductions and training when required
- Wear personal protective equipment (PPE) in the prescribed manner and when specified
- Participate in workplace inspections if required
- Take care of any plant or equipment of any kind, including computer and other telecommunication devices
- Participate in emergency preparedness training, including any required knowledge for business continuity plans
- Report all hazards, near misses and damage to Council's property to the responsible Manager

Certificates of Competency / Licences

- Where required for the position, either by legislation or through Council's policies, protocols and procedures, maintain all certificates, licences, operative training etc for the group, and advise the responsible Manager of any change to these, including vehicle licences.

Injury Management

- Report all injuries/illnesses to the responsible Manager immediately
- If injured at work, actively cooperate and participate to comply with obligations imposed under injury management and return-to-work plans where applicable

Risk Management

- Report any potential public liability and professional indemnity exposures in your workplace to the responsible Manager

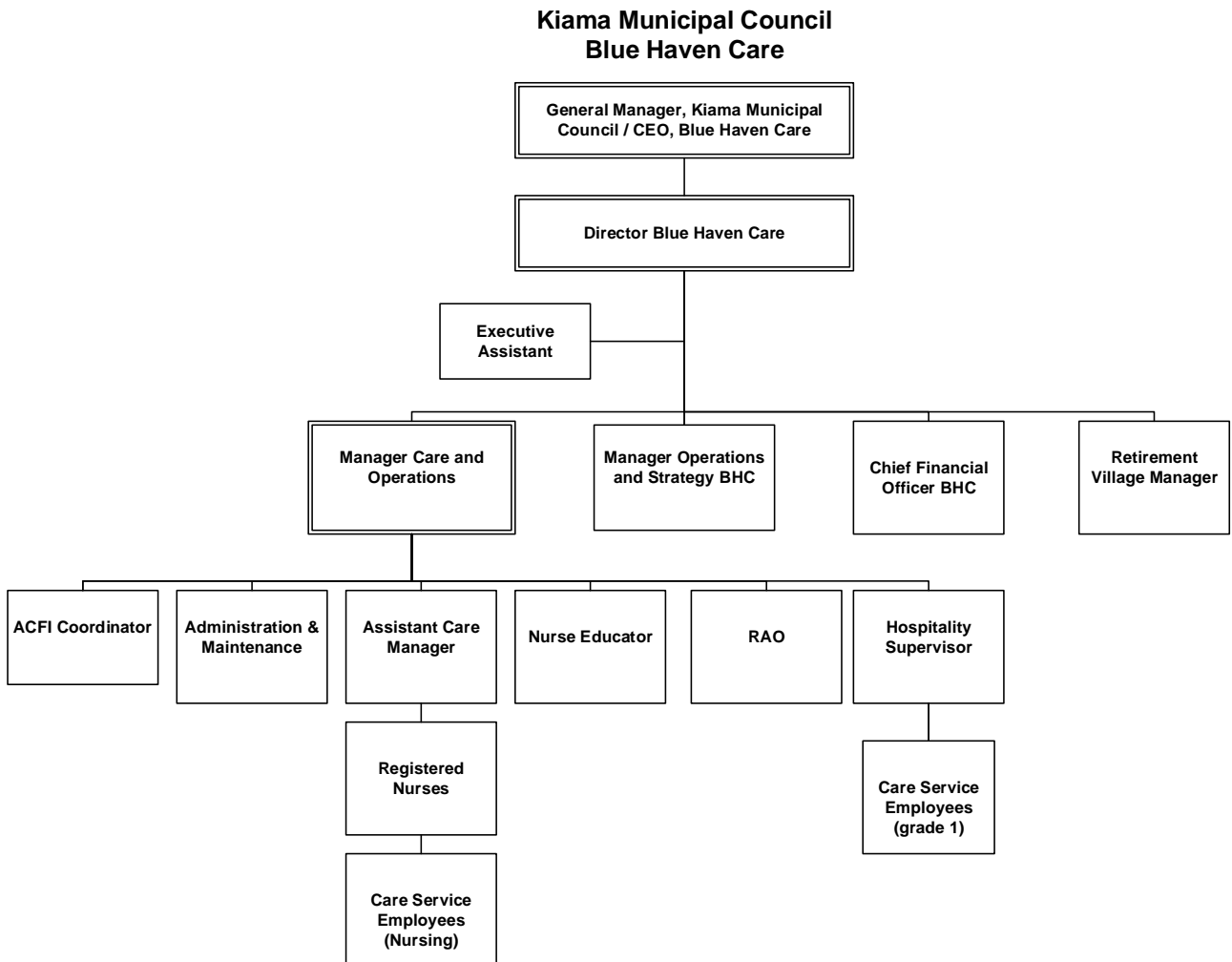
Equal Employment Opportunity (EEO)

- Work to the best of your ability and provide quality service to customers
- Recognise the skills and talent of other staff members
- Act to prevent bullying, harassment and discrimination against others in your workplace
- Respect differences among your colleagues and customers such as cultural and social diversity
- Treat people fairly - don't discriminate against, bully or harass them
- Work in keeping with the Kiama Municipal Council's EEO management plan and other EEO policies

DELEGATIONS	
FINANCIAL DELEGATION:	\$1,000
RESPONSIBILITY DELEGATION:	Act in Accordance with Instrument of Delegation
NO OF CONTRACTS MANAGED:	None
ANNUAL VALUE OF CONTRACTS MANAGED:	None
CONTROL AND MANAGEMENT OF EXPENDITURE PER ANNUM:	No responsibility
BUDGET DEVELOPMENT:	Input to budget

CONDITIONS OF EMPLOYMENT		
AWARD/AGREEMENT	Nursing Homes and Nurses c. (State) Award	
PROTOCOLS:	Employees are to comply with Council's Code of Conduct and Council protocols at all times.	
PRE-EMPLOYMENT REQUIREMENTS:	<ul style="list-style-type: none"> Physical and mental capability to perform the inherent requirements of the position 	
	<ul style="list-style-type: none"> Proof of ability to legally work in Australia 	
	<ul style="list-style-type: none"> Pre-employment screening to Australian Standards in Employment Screening. 	
	<ul style="list-style-type: none"> Criminal record check 	Yes
	<ul style="list-style-type: none"> Pre-employment medical 	Yes
	<ul style="list-style-type: none"> Working with children check 	No

REPORTING RELATIONSHIPS



I have read the above position description for my role; I accept the responsibility for achieving the above duties and understand that I am accountable for their achievement.

Employee Signature:

Date: Drop down for date