

## **JOB SPECIFICATION**

**Classification: Deputy Director (Registered Nurse)**

1. To support and assist the work of the Chief Executive Officer, Director of Care in the operation of Allambie Heights Village Ltd.
2. To assist and deputise for the Director of Care in providing day to day management of the residential aged care facility.
3. To ensure that management of the duties of this senior position is arranged in relation to leave and planned with the Director of Care and other management/colleagues where appropriate.
4. To report to the Director of Care or delegated officer on a regular basis on all appropriate aspects of the operation of the residential aged care facility and other organisational services where appropriate.
5. To provide leadership, direction and support to staff of the residential aged care facility to create an effective, stable and efficient work force.
6. To be a strong advocate to residents and to be committed to maintaining a homely and caring environment to the highest standards. To actively discourage any aspects of institutional care.
7. To plan and co-ordinate the delivery of services to residents in association with the Director of Care.
8. To plan and manage the professional delivery of appropriate person-centred care, including medical, personal, social and emotional services to residents of the residential aged care facility and to residents of the retirement village where required.
9. To ensure that all medical interventions, medication giving and recording, treatment by or referral to allied health professionals, are provided appropriately and with regard to resident care plans.
10. To ensure that nursing and care staff manage the residents appropriately in the dining room giving them a pleasant dining experience, managing a diet that is suitable for the individual resident. To advise the Chef and catering staff of any dietary requirements, preferences, needs or wishes of the resident.

11. To give and record medication competently and ensure that staff give and record medication competently.
12. To record all accidents/incidents in accordance with policies and procedures, to identify and evaluate any trends in order to maintain a safe work and living environment.
13. To write and maintain resident care plans, document progress notes and any reports using iCare as well as other methods of recording as advised by management. To maintain all required and relevant records efficiently.
14. To ensure all emergency calls from residents are answered promptly.
15. To provide and ensure the provision of all appropriate documentation required for resident care in line with aged care legislation and associated principles, accreditation standards, aged care funding instrument (ACFI) requirements and other standards required in the operation of a residential aged care facility.
16. To assist the Director of Care in completing re-applications for accreditation and to manage actively the associated duties and tasks in relation to accreditation of the residential aged care facility on an on-going basis.
17. To liaise appropriately and professionally with health and allied health professionals as well as with families of residents.
18. To form effective relationships with key professionals, for example, ACAT, medical and allied health professionals and others to achieve positive outcomes for residents, staff and our organisation.
19. To observe and demonstrate at all times the professional and ethical high standards associated with Allambie Heights Village Ltd., the industry and the professional body to which you belong.
20. To assist the Director of Care in implementing and maintaining strategies that maximise occupancy of the residential aged care facility.
21. To assess and submit ACFI and any other appropriate documentation on time so as to maximise funding for resident care.
22. To respond in a timely manner to any requests for information about living in the residential aged care facility.
23. To liaise pro-actively with the Maintenance Supervisor/Maintenance staff, Housekeeping and/or relevant contractors to ensure that vacant residential aged care facility rooms are decorated/refurbished/cleaned in a timely manner for occupation.
24. To prepare and make arrangements for the showing of vacant rooms in the residential aged care facility to prospective residents and interested parties. To communicate with team members where their assistance in this process is required.

25. To discuss and respond in a professional and reassuring manner to questions of prospective residents or interested parties on all aspects of care.
26. In association with the Director of Care, to provide management to nursing, care, housekeeping and other staff involved in the operation of the organisation, providing direction, support, feedback, appraisal, supervision and a line of accountability to achieve appropriate work outcomes by respective staff and to contribute to creating an efficient, well-organised residential aged care facility that is customer-sensitive at all times ensuring that the dignity of the resident is paramount.
27. To facilitate an educational program, guidance and training to staff in their daily activities.
28. To manage in association with the Recreational Activities and Volunteer Coordinator the effective delivery of various social and recreational program activities for residents of the residential aged care facility.
29. To provide regular formal feedback to staff and an annual appraisal.
30. To demonstrate leadership, commitment and flexibility in actively encouraging staff involvement in hospitable activities and functions for residents.
31. To recruit, interview and select appropriate staff.
32. To assist the Director of Care in managing staff disciplinary procedures and respond to staff grievances in accordance with the organisation's policies and procedures, the Fair Work Act 2009 and the National Employment Standards.
33. To meet with nursing, care, housekeeping, catering and maintenance staff on a regular basis.
34. To contribute proactively to a safe living and working environment in relation to WH&S.
35. To maintain all required and relevant records efficiently.
36. To prioritise tasks on a daily, weekly basis and to manage and plan workload so as to achieve efficient outcomes.
37. To remain updated about relevant professional and industry legislation, standards, developments and finances pertinent to a residential aged care facility and to the services provided by the organisation.
38. To participate, maintain and develop where required policies and procedures for the organisation.
39. To work efficiently in using information technology and specifically programs Microsoft 365, Word, Excel, Publisher, Powerpoint, iCare, Trionline roster etc.

40. To assist with documentation regarding payroll so as to ensure the effective and efficient payment of staff on a fortnightly basis.
41. To conduct all aspects of work with honesty and integrity and to recognise the dignity of the resident at all times.
42. To be available for reasonable 'out of hours' on call duties that are associated with this senior position.
43. To engage in other reasonable duties as designated by the Director of Care, Chief Executive Officer or delegated officer to meet the exigencies of the service.