



ALLAMBIE HEIGHTS
Village Ltd.

Retirement Villages & Residential Aged Care Facility

JOB DESCRIPTION

Classification: **Registered Nurse**

Qualifications: Current registration with AHPRA. Demonstrated working knowledge of ACFI, care plans, medication management, resident IT systems and the accreditation process or willing to learn.

Excellent computer and communication skills used in daily contact with residents, families and medical practitioners. Ability to lead a team of care staff, provide hands-on care to residents, facilitate an educational program to care staff and provide them with support, guidance and training in their daily activities.

Reporting to: Facility Manager

Basic Job Functions:

1. To support and assist the work of the Chief Executive Officer, Facility Manager or delegated officer in the operation of Allambie Heights Village Ltd. and specifically the residential aged care facility.
2. To deputise for the Facility Manager when necessary to provide day to day management of the residential aged care facility.
3. To provide leadership and direction to staff of the residential aged care facility.
4. To plan and co-ordinate 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.
5. To assist the Facility Manager in engaging in all associated duties and tasks to achieve accreditation of the residential aged care facility on an on-going basis.
6. To take a lead role in collaboration with the Chief Executive Officer or delegated officer, and the Facility Manager in the promotion of Allambie Heights Village Ltd. as a residential aged care facility.

7. 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.
8. To complete appropriate documentation required for resident care in accordance with aged care legislation and associated principles, accreditation standards and other standards required in the operation of a residential aged care facility.
9. To assist the Facility Manager and management to implement a strategy that aims to maximise occupancy of the residential aged care facility.
10. To contribute in all actions so as to ensure cost efficiencies within budgets.
11. To provide management to nursing, care, cleaning 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. To ensure that the dignity of the resident is paramount.
12. To engage in a range of care tasks to maximise the well being of residents (refer to job specification).
13. To be a strong advocate to residents and to be committed to maintaining a homely and caring environment to the highest standards.
14. To demonstrate loyalty to Management and to the Organisation in achieving the overall aims of the service.
15. To promote at all times and particularly in the role of 'first contact', a warm, welcoming, helpful, positive and professional presentation of the organisation, its services, the Board of Directors, Management, Staff and Residents.
16. To present high standards of dress and appearance required of this position and to ensure high standards of dress and appearance by staff.
17. To observe and practice privacy and confidentiality in all matters in relation to work given the access to information that is required of this senior position.
18. To demonstrate initiative and flexibility in the role.
19. To be outcome-focussed with an ability to find solutions to resolve problems.
20. To contribute effectively to developing teamwork.
21. To be able to communicate professionally and effectively both verbally and in writing.

22. To provide cover flexibly in conjunction with the Facility Manager in relation to leave.



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Retirement Villages & Residential Aged Care Facility

JOB SPECIFICATION

Classification: Registered Nurse

1. To support and assist the work of the Chief Executive Officer, Facility Manager or delegated officer in the operation of Allambie Heights Village Ltd. and specifically the residential aged care facility.
2. To deputise for the Facility Manager when necessary to provide day to day management of the residential aged care facility.
3. To report to the Facility Manager or delegated officer on a regular basis on all appropriate aspects of the operation of the residential aged care facility.
4. To provide leadership, direction and support to staff of the residential aged care facility.
5. 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.
6. To plan and co-ordinate the delivery of services to residents.
7. To deliver 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.
8. 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.
9. To ensure that the residents attend the dining room in a safe manner. To ensure the 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.
10. To give and record medication competently.
11. To record all incidents in accordance with policies and procedures.

12. To 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.
13. To ensure all calls from residents are answered promptly.
14. 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.
15. To assist the Facility Manager in completing re-applications for accreditation.
16. To assist the Facility Manager and management in associated duties and tasks to achieve 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 Facility Manager to implement a strategy that aims to maximise occupancy of the residential aged care facility.
21. To assess and submit ACFI and any other appropriate documentation in a timely manner 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 assist the Facility Manager and management by liaising with the Maintenance Supervisor/Maintenance staff and/or relevant contractors to ensure that vacant residential aged care facility rooms are decorated/refurbished 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. To provide management to nursing, care, cleaning 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 care staff in their daily activities.
28. To assist the Facility Manager in ensuring the effective delivery of various social and recreational program activities for residents of the residential aged care facility.
29. To assist the Facility Manager in providing 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 provide cover flexibly in conjunction with the Facility Manager in relation to leave.
32. To assist the Facility Manager and management to implement 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 contribute actively to a safe living and working environment in relation to WH&S.
34. To maintain all required and relevant records efficiently.
35. To prioritise tasks on a daily, weekly basis and to manage and plan workload so as to achieve efficient outcomes.
36. To remain updated about relevant professional and industry legislation, standards, developments and finances pertinent to living in a residential aged care facility.
37. To participate, maintain and develop where required policies and procedures for the organisation.
38. To work efficiently in using information technology and specifically programs MS Office, Word, Excel, iCare, Trimicro etc.
39. To conduct all aspects of work with honesty and integrity and to recognise the dignity of the resident at all times.
40. To be available for reasonable 'out of hours' duties that are associated with this senior position. Any additional hours worked may be taken as time off in lieu by agreement with management or in certain circumstances

payment will be authorised by management. Some element of 'on call' may be required in consultation with the Facility Manager.

41. To engage in other reasonable duties as designated by the Chief Executive Officer or delegated officer or by the Facility Manager to meet the exigencies of the service.