

GILGANDRA SHIRE COUNCIL  
**POSITION DESCRIPTION**

**PART 1 – POSITION DETAILS**

<b>Position Title:</b>	Hostel Supervisor / Registered Nurse
<b>Occupant:</b>	Vacant
<b>Department:</b>	Cooee Lodge Aged Care Facility
<b>Reports to:</b>	Manager Aged Care
<b>Supervises:</b>	Facility staff in the delivery of day to day care to meet the needs and wellbeing of the residents.
<b>Operating Budget:</b>	Nil
<b>Revenue:</b>	Nil
<b>Created:</b>	May 2011
<b>Reviewed:</b>	May 2017

**PART 2 – POSITION PURPOSE**

- Provide assessment, planning, and implementation of all clinical care for residents in consultation with the Care Planner and the Manager of Aged Care Services
- Ensuring and monitoring the care of residents in receiving maximum care and attention.
- Work with the Care Planner to ensure appropriate care plans are developed and maintained so facility maximises funding
- Supervise staff in line with Policies and Procedures adopted by Council and the relevant Award.
- Participate in on call roster for Aged Care Facility
- Ensure accurate documentation so that the facility meets all requirements for ACFI and accreditation
- Ensure staff complete and maintain necessary documentation under the Aged Care Act of 1997.
- Organise, attend and participate in a range of in-service training in consultation with the Manager of Aged Care
- Ensure Continuous Improvement Audits are completed by Auditing Officer
- Assist Manager of Aged Care or designated staff member in admission of all residents
- Undertake all duties as directed by the Manager

**PART 3 – POSITION ACCOUNTABILITIES**

- Ensure appropriate delivery of care to residents
- Schedule monthly meetings for staff and attend management meetings as arranged.
- Meet with the Manager of Aged Care to keep abreast of resident and staffing issues
- Abide by the Aged Care Services Policies and Procedures as adopted by Council
- Maintain confidentiality of all residents and staff within the Cooee Lodge retirement village

- Comply with aims and objectives of Gilgandra Shire Councils Aged Care facilities
- Undertake all functions in accordance with code of professional conduct and Councils Code of Conduct
- Demonstrate effective communication through established channels and lines of communication
- Maintain a commitment to continuous improvement and participation in auditing programmes
- Keep abreast of current practices and guidelines relating to clinical care of the aged and issues of the aged care industry
- Ensure compliance with all recording charts, resident medical files, care plans, ACFI and Accreditation
- Ensure compliance with medical officer's directions and prescribed treatment
- Notify medical officers of concerns or variance in residents condition
- Work closely with Care Planner, ensuring planning, implementation and assessment of resident care.
- WH&S of general welfare, safety and well being of all staff
- Promote a professional image for all facilities operated under the auspice of Gilgandra Shire Council
- Demonstrate a commitment to courteous helpful service to residents, staff and volunteers
- To be aware of relevant Awards and Conditions and ensure all requests for annual leave and leave without pay to be via the Manager (In line with procedures)
- Attend cultural training
- Attendance at relevant in-service programmes and motivating staff to attend mandatory fire drills and education seminars including manual handling and orientation
- Ensure current duty list/s are updated
- Work within budgetary guidelines in consultation with the Manager of Aged Care.

#### **INDICATIVE TASKS OF THE POSITION ARE:**

##### Information Handling:

- Implement new/improved systems
- Update incoming publications/information
- Circulate publications
- Identify information source(s) inside and outside the organisation

##### Communication:

- Obtain data from external sources
- Produce reports
- Identify need for documents and /or research

##### Enterprise:

- Assist with the development of options for future strategies
- Assist with planning to match future requirements with resource allocation.

#### Technology:

- Establish and maintain networks
- Identify document requirements
- Determine presentation and format of document and produce it

#### Organisational:

- Organise meetings

#### Team:

- Draft job vacancy advertisement
- Assist in the selection of staff and recommend to Manager of Aged Care
- Plan and allocate work for the team
- Monitor team performance
- Organise education and training for team

### **PART 4: WH&S REQUIREMENTS**

**Employees:** As individuals, employees will:

- Take all reasonable & practicable steps for their own health and safety and of others affected by their actions at work;
- Comply with the safety procedures and directions imposed in the interest of health and safety;
- Not wilfully interfere with or misuse items or facilities provided in the interest of health, safety and welfare of employees; and
- In accordance with agreed procedures for accident and incident reporting, report potential and actual hazards to either their elected health and safety representatives, or supervisor

**Supervisors:** Supervisors are responsible for the day to day supervision of employees. In particular, supervisors will:

- Ensure that all activities are performed in accordance with Gilgandra Shire Council Work Health & Safety rehabilitation procedures, legislation or god practice;
- Review all tasks to assist in improving safety;
- Promote and communicate Work Health & Safety and rehabilitation with employees, contractors, service users, customers, and members of the public.

### **PART 5: SELECTION CRITERIA**

#### **Essential:**

- Current registration with AHPRA
- Demonstrated ability to manage and supervise staff
- Demonstrated ability to work as part of a team.
- Proven record of quality care delivery
- Commitment to WHS & EEO principles.
- Excellent communication skills both written and verbal.
- Proficiency in use of Microsoft suite of applications
- Ability to provide on-call assistance after-hours

**Desirable:**

- Knowledge of ACFI
- Understanding of Aged Care legislation and regulations
- Understanding of Aged Care Accreditation standards
- Recognised qualifications in Management or equivalent experience
- Certificate IV in Aged Care or equivalent
- Ability to complete documentation requirements for an aged care environment
- Experience working with and empathy towards the elderly.
- Proven care plan experience
- Current First Aid Certificate.
- Current Class C Drivers Licence.

## **KEY PRINCIPLES AND VALUES**

The following principles and values are considered to be key requirements of our organisation. All Councillors and Staff are expected to demonstrate these values and principles in their dealings with each other and with the community.

### **Integrity**

We must not place ourselves under any financial or other obligation to any individual or organisation that might reasonably be thought to influence us in the performance of our duties.

### **Leadership**

We have a duty to promote and support the key principles by leadership and example and to maintain and strengthen the public's trust and confidence in the integrity of Council. This means promoting public duty to others in the Council and outside, by our own ethical behaviour.

### **Selflessness**

We have a duty to make decisions solely in the public interest. We must not act in order to gain financial or other benefits for ourselves, our family, friends or business interests. This means making decisions because they benefit the public, not because they benefit the decision maker.

### **Objectivity**

We must make decisions solely on merit and in accordance with our statutory obligations when carrying out public business. This includes the making of appointments, awarding of contracts or recommending individuals for rewards or benefits. This means fairness to all; impartial assessment; merit selection in recruitment and in purchase and sale of council's resources; considering only relevant matters.

### **Accountability**

We are accountable to the public for our decisions and actions and must consider issues on their merits, taking into account the views of others. This means recording reasons for decisions; submitting to scrutiny; keeping proper records; establishing audit trails.

### **Openness**

We have a duty to be as open as possible about our decisions and actions, giving reasons for decisions and restricting information only when the wider public interest clearly demands. This means recording, giving and revealing reasons for decisions; revealing other avenues available to the client or business; when authorised, offering all information; communicating clearly.

### **Honesty**

We have a duty to act honestly. We must declare any private interests relating to our public duties and take steps to resolve any conflicts arising in such a way that protects the public interest. This means obeying the law; following the letter and spirit of policies and procedures; observing the code of conduct; fully disclosing actual or potential conflict of interests and exercising any conferred power strictly for the purpose for which the power was conferred.

### **Respect**

We must treat others with respect at all times. This means not using derogatory terms towards others, observing the rights of other people, treating people with courtesy and recognising the different roles others play in local government decision making.