

GILGANDRA SHIRE COUNCIL
POSITION DESCRIPTION

PART 1: POSITION DETAILS

Position Title:	Team Leader
Award:	Local Government Aged, Disability & Home Care (State) Award
Grade:	3
Occupant:	Vacant
Department:	Cooee Lodge Aged Care Facility
Reports to:	Cooee Lodge Aged Care Facility Hostel Supervisor
Number of Subordinates:	30
Operating Budget:	N/A
Revenue:	N/A
Created:	July 2012
Reviewed:	January 2017

PART 2: POSITION PURPOSE

To assist in all areas of Council's aged care facility, which will include personal care, administration, clinical care, & supervision of staff. The focus of the role is split evenly between personal care and clinical care & administration.

PART 3: POSITION ACCOUNTABILITIES (KEY RESULT AREAS – KRAs)

Personal Care

- Provide assistance to residents in carrying out personal care tasks which include but are not limited to: showering, dressing, hygiene, assisting with meals and room tidying.
- Domestic duties including but not limited to general cleaning of rooms, kitchen, dining areas, and outside areas.
- Assist in food preparation and delivery.
- Laundry duties.
- Provide a high standard of emotional and physical support.

Administration

- Ensure all documentation is completed at end of shift (incident forms, progress notes, accident forms, medication forms, transfer forms, resident entry forms).
- Residents folders are kept in order.
- All personal care filing is completed.
- Ensure all photocopying is up to date.
- New forms placed in folders when completed.
- Ordering supplies
- Ensure office is left clean and tidy.
- Audits on medication charts.
- Keep next of kin book up to date.
- Follow up on (doctors) appointments – daily diary.
- Infection control data – weekly.
- Check O2 cylinders check sheets are up to date.
- Remove empty blister packs from file room as per procedure – take to recycling.

Clinical Care

- Monitor care directives and report to supervisor on outcomes
- Review and attend to wound care as directed by Hostel Supervisor
- Review all residents bowel records monthly in the residents progress notes
- Maintains medication charts.
- Ensure residents individual and care plans are followed and assist with health appointments as instructed.
- Recognise report and respond appropriately to changes in the condition of residents.
- Assist and support diabetic residents in the management of their insulin and diet, recognising the signs of hyper and hypo glycaemia.
- Attend to three monthly clinical review of residents.
- Blood sugar level checks.
- Medication administration

Staff Supervision

- Coordinate and direct the work of the staff.
- Supervise staff and monitor clinical practice.
- Attend/lead meetings to provide information and suggestion to improve quality of service to residents.
- Provide on the job training to staff
- Complete and maintain duty lists in consultation with Hostel Supervisor.
- Act as Call 1 week in 4

This is a general position description only and the employee may be required to perform any other duties as directed by the General Manager and/or their nominee within skills possessed.

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 manager, 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 the Gilgandra Shire Council Workplace Health, Safety and Rehabilitation procedures, legislation or good practice;
- Review all tasks to assist in improving safety;
- Promote and communicate Occupational Health, Safety and Rehabilitation with employees, contractors, service users, customers and members of the public.

PART 5: SELECTION CRITERIA

Essential

- Certificate III in Aged Care or relevant qualification
- Current First Aid Certificate
- Experience working with and empathy towards the elderly
- Sound understanding of dementia and the process of the disease
- Excellent written and verbal communication skills
- Basic computer skills
- Demonstrated ability to work as part of a team
- Demonstrated commitment to training
- Demonstrated experience in leading and motivating staff
- Demonstrated commitment to training

Desirable

- Qualifications as Endorsed Enrolled Nurse
- Certificate IV in Aged Care or working towards same
- Understanding of the Aged Care Funding Instrument (ACFI)
- Understanding of emergency response awareness/processes
- Ability to comply with documentation requirements
- Current Class C Drivers Licence

PART 6: MISCELLANEOUS (TERMS & CONDITIONS)

- **Working Hours:** 38 hours per week plus on call.
- **Delegations:** as per policy
- **Special conditions of employment:** NIL
- **Additional Duties / Relief Duties:** NIL

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.