



# POSITION DESCRIPTION

<b>POSITION TITLE:</b>	<b>REGISTERED NURSE – DIV 1</b>
<b>DEPARTMENT:</b>	<b>SAMBELL LODGE</b>
<b>DIVISION:</b>	<b>AGED &amp; COMMUNITY CARE</b>
<b>OCCUPANT:</b>	<b>Vacant</b>
<b>DATE APPROVED:</b>	<b>July 2010</b>
<b>APPROVED BY:</b>	<b>PAUL BROPHY</b>

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## **ORGANISATIONAL PURPOSE:**

Established during the Great Depression, the Brotherhood of St Laurence was the vision and creation of Fr Gerard Tucker, a man who combined his Christian faith with a fierce determination to end social injustice. The BSL has developed into an independent organisation with strong Anglican and community links. Today, we continue to fight for an Australia free of poverty.

The Brotherhood of St Laurence employs over 600 staff and is supported by 1200 volunteers. We are developing social and community enterprises to address inequality by forming partnerships between government, business, community and welfare organisations.

As well as providing services and programs for families and elderly people on low incomes, refugees, young people and the unemployed, we research the causes and effects of poverty and advocate national and local policy solutions for people who are disadvantaged.

The BSL is currently focusing its work on strategies to alleviate and prevent poverty for those people most at risk at the four transition stages considered critical to their future well being: the early years, the years from school to work, periods in and out of work and retirement and aging.

Aged and Community Care is one of six Divisions of the Brotherhood of St. Laurence (BSL), and has a responsibility for the provision of residential, social and recreational Aged Care Services to people on low incomes.

## **DEPARTMENTAL PURPOSE:**

*Sambell Lodge* is a 43 bed, low care facility for frail aged people, providing residential care in an environment that is responsive to the needs of each individual and fosters maximum resident independence and autonomy.

## **POSITION PURPOSE:**

To work as directed by the Manager, Sambell Lodge to deliver a quality residential service at Sambell Lodge and provide leadership as RN – Div 1 in the continuous improvement process to achieve accreditation.

## **KEY RESPONSIBILITIES AND DUTIES:**

### **1. To provide effective supervision to staff team, ensuring a high quality residential model of care.**

#### **Duties**

- Participate in the continuous improvement process as RN – Div 1 to achieve accreditation.
- Coordination of personal care delivery to ensure quality outcomes for residents.
- To participate in the administrative operations of the facility to enable an efficient service to be maintained.
- In conjunction with the Manager and Quality/Care Coordinator– ensure the smooth running of the hostel and handling of emergencies.
- Ensure the Manager and relevant personnel are informed of issues which affect the smooth running and efficiency of the facility.
- Review all medication requirements of residents.

### **2. Monitor the well being of the residents ensuring that appropriate personal care is provided.**

#### **Duties**

- Ensure care plans are developed in consultation with residents and/or their representative and current at all times and being appropriately implemented by staff – i.e. High Care Residents.
- Liaise with Allied Health Professionals.
- Attend Case Management Meetings with residents/relatives/staff/doctors as directed by Manager.
- To record relevant information as required, maintaining confidentiality.
- To attend Medication Management Meetings.
- Oversee medication management.
- Sign off on new admissions concerning medication requirements.

### **3. Communication**

#### **Duties**

Communicate effectively and appropriately by:

- Encourage an effective team approach to service provision.
- Provide support as required for staff on a day-today basis.
- Assist the Manager to ensure that concerns raised by residents and/or their representatives are promptly and appropriately resolved and that residents and/or their representatives are kept informed of developments.

### **4. Administration**

#### **Duties**

- Contribute to accreditation process and ongoing continuous improvement.
- Ensure all staff are familiar with systems and relevant policies and procedures through education and progress reports.
- To conduct regular review/audits.

### **5. Team Responsibilities**

#### **Duties**

- To ensure staff levels and skills are adequate to appropriately service the needs of residents.
- Ensure the A.C.F.I. and supporting documentation is completed correctly and on time.

## **ORGANISATIONAL RELATIONSHIPS:**

Reports to:                   Manager, Paul Brophy  
Internal Liaisons:        Care Coordinator and other BSL Staff  
External Liaisons:       Residents family (and/or administrators) friends, and visiting health workers.

## **KEY SELECTION CRITERIA:**

- Successfully completed RN - Div 1 course and/or have relevant experience (hold a current registration).
- Demonstrated strong commitment to excellence and quality in aged care residential services.
- Knowledge and understanding of current legislation and trends in aged care residential services.
- Demonstrated high level skills in dementia care and challenging behaviour.
- Well developed communication, problem solving and conflict resolution skills.
- Demonstrated people management skills to ensure the achievement of quality outcomes.
- Previous experience in accreditation and continuous improvement systems desirable.
- An understanding of the need to support socially valued roles for older people.
- Personal attributes of energy, sensitivity, sense of humour, and empathy, combined with the ability to communicate effectively within a team.
- The ability to maintain a high level of awareness of OH&S issues.
- A commitment to the goals and principles of the Brotherhood of St Laurence.

## **CONDITIONS OF EMPLOYMENT:**

- This is Part Time position of 19.5 hours per week, 6.5 hours per shift, 3 shifts per week, Wednesday, Thursday and Friday for the first 4 months of employment, thereafter working hours will be 6.5 hours per shift 2 shifts per week, Thursday and Friday.
- This is maximum term position of 12 months, with ongoing employment subject to ongoing funding.
- Salary between \$41 454 to \$57 711 per annum, pro rata, based on Nurses Award, Division 1, Grade 2, Registered Nurse, based on qualifications and experience.
- It is a condition of employment that all staff take responsibility for a safe and healthy work environment.
- All staff are expected to behave in accordance with the principles of the Brotherhood of St Laurence Code of Ethical Behaviour.
- A standard Police Check will be performed on the successful applicant to any position within the Aged and Community Services, Children's and Family service or Employment Services.
- A three-month probationary period applies.
- The BSL operates a smoke-free work environment.
- The Brotherhood of St Laurence is an Equal Opportunity Employer and has an affirmative action policy.
- The Brotherhood of St Laurence has an expectation of attendance at staff meetings and is prepared to undertake ongoing training as directed by Manager and self initiated.

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Managers signature

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Date

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Incumbents signature

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Date

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Approved: \_\_\_\_\_

Date: \_\_\_\_\_

(Manager)

Incumbent: \_\_\_\_\_

Date: \_\_\_\_\_

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