

POSITION DESCRIPTION

Position Title	Director of Care	Full time	<input checked="" type="checkbox"/>
		Part time	<input type="checkbox"/>
		Casual	<input type="checkbox"/>
Industrial Instrument:	Individual Contract	Hours per week: 40	
Reporting to:	The role of Director of Care (DoC) reports to the CEO.	Fixed term End Date:	<input type="checkbox"/>
Summary of the Position's Purpose	The Director of Nursing provides leadership and management to ensure the clinical governance for the organization. While this currently consists of 105 residential beds, this role may also extend to future facets of community care, day respite care or other related areas. The position is responsible for the quality and safety of residents and work health and safety of staff in accordance with aged care standards and regulation.		
Special work requirements:	<ul style="list-style-type: none"> ▪ Police Check ▪ Pre-employment Medical ▪ Current First Aid ▪ Current Influenza Vaccination 		
Tools and equipment used:	<ul style="list-style-type: none"> ▪ Computer & office equipment ▪ Medical equipment commensurate with Registered Nurse 		

RESPONSIBILITIES

Primary	<ul style="list-style-type: none"> ▪ Be responsible for ensuring that appropriate equipment and clinical supplies are provided to ensure the safe and efficient delivery of care; ▪ Be responsible for ensuring care staff identify, manage, monitor and record all relevant and required aspects of the clinical care of care recipients including, but not limited to weight, wound care, infection control, restraint practices, falls etc.) ▪ Be responsible for reviewing, actioning and closing out adverse and medication events in a timely manner; ▪ Be responsible for the Care Recipient of the Day program; ▪ Be responsible for the currency and quality of care recipients' assessments and care plans; ▪ Be responsible for ensuring all directives are implemented accurately and efficiently; ▪ Be responsible for the provision of appropriate allied health services including, but not limited to, speech pathology, pharmacy, podiatry, psychogeriatrics and dental services; ▪ Liaise with the CEO to ensure good flow of relevant information on issues relating to care recipients and emerging risks;
Supervisory	<ul style="list-style-type: none"> ▪ Manage all care personnel (clinical and daily care) to ensure they have the requisite skills and attributes to deliver best practice care to care recipients ▪ Provide exceptional leadership, coaching and communication to all care staff, both clinical and daily care, to ensure a high standard of competency amongst staff;

<p>Business Process</p>	<ul style="list-style-type: none"> ▪ Be an active member of the Medical Advisory Committee; ▪ Be an active member of the Clinical Governance Sub-Committee of the Board of Directors; ▪ Be an active member of the Management Leadership team; ▪ Work professionally and in a collegiate manner with the other department managers and their staff to achieve the common and holistic goals of continuously improving the life experience of the care recipients at Illawarra Diggers; ▪ Demonstrate high level of business acumen and the ability to use financial and other data to support sound business decision making
<p>Customer Service</p>	<ul style="list-style-type: none"> ▪ Uphold at all times the vision, mission and values of Illawarra Diggers ▪ Develop supportive relationships with staff, care recipients and families ▪ Maintain effective communication with potential and new staff, existing staff, care recipients, families and persons responsible, external service providers and external agencies ▪ Take every opportunity to enhance the image and reputation of Illawarra Diggers
<p>Staff Development & Training</p>	<ul style="list-style-type: none"> ▪ Be responsible for all care staff competencies, quality standards and metrics as set by industry, regulators and Illawarra Diggers ▪ Work with the Clinical Nurse Educator to identify training needs and opportunities and training/education implementation
<p>WHS Responsibilities</p>	<ul style="list-style-type: none"> ▪ Applying WHS responsibilities to daily tasks performed in the workplace ▪ Identifying and reporting hazards in your operational area of control and taking prompt remedial action within your scope of practice ▪ Responsible for complying with Illawarra Diggers hazards reporting system ▪ Accountable for all hazards and incidents within care operations (both staff and care recipients) which may effect the health and wellbeing of care recipients or care staff ▪ Take all practical measures to ensure that all the workplace is safe and without risk to health ▪ Cooperate and take an active role by participating in Illawarra Diggers' WHS system ▪ Ensure the safety of yourself, care recipients, fellow workers, contractors, members of the public, visitors and all property and equipment used in the workplace. ▪ Not interfere with or misuse any device or equipment that has been provided ▪ Undertake all required inspections
<p>Quality Improvement Responsibilities</p>	<ul style="list-style-type: none"> ▪ Be responsible for the continuous improvement of clinical and care practices to ensure best practice delivery of care; ▪ Be responsible for undertaking clinical governance audits as required; ▪ Report to the DoC any continuous improvement opportunities in the provision of best practice equipment and non-clinical practices;

Competencies

Qualifications Certifications & Licenses	<ul style="list-style-type: none"> ▪ Bachelor of Nursing ▪ Registered Nurse ▪ Maintain a clear criminal record and current APHRA Registration
Essential	<ul style="list-style-type: none"> ▪ An empathy and commitment to the care of the elderly including a willingness to embrace the Vision, Mission and Values of Illawarra Diggers ▪ Be self directed and organized ▪ Ability to use a range of management styles to fit the situation and the staff member. ▪ Demonstrated interpersonal verbal and written communication skills ▪ Committed to workplace equity ▪ Computer application skills
Desirable	<ul style="list-style-type: none"> ▪ Post graduate qualifications in nursing, health management or general management ▪ Experience in a range of Aged Care services including but not limited to Residential Care, Home Care and Day Respite

DECLARATION

Essential	My position description has been explained in detail and I understand and accept the accountabilities and authority as outlined
Employee	Name: Signature: Date:
Illawarra Diggers Representative	Name: Signature: Date: