

Position Description

Job Title	Registered Nurse Chivaree Aged & Disability Respite Care Centre
Organisational Context	Aurukun Shire Council is an Indigenous community of approximately 1450 people. Council provides a variety of services to the community that include provision of education, health, community and welfare services; operation of airport, postal and bank agencies; development and maintenance of roads and housing. Funding is received through both State and Federal governments.
Department	Community Services
Location	Aurukun
Award & Classification Level	Queensland Local Government Industry (Stream A) Award – State 2017 Division 2, Section 1- Administrative, Clerical, Technical, Professional, Community Service, Supervisory and Managerial Services – Level 6.
Reports to	Director Community Services
Position Scope	To provide high quality of care to frail aged and disabled clients and deliver an integrated range of services which promote healthy ageing and support client wellbeing.
Employees Supervised	Personal support workers and in home carers
Key Selection Criteria	<ol style="list-style-type: none"> 1. Registered nurse tertiary qualification essential. 2. Demonstrated experience in co-ordinating the delivery of nursing and personal care services; 3. Empathetic, treating people with dignity and respect ensuring Aged Care Standards are met. 4. Excellent level of Computer Skills e.g. Microsoft Office Products, Clinical Software; 5. Current National Police Certificate that satisfies the requirements of the Aged Care Act. 6. Registration with Australian Health Professional Registration Authority & Current Practising Certificate 7. At least 5 years' experience in Ages Care program sector, particularly experience in home care service delivery. 8. Police, Yellow card and NDIS Workers screening check. 9. Safe Food Handling Supervision. 10. A demonstrated commitment to the care and protection of clients. 11. Demonstrated ability in time management and organisational skills. 12. Well-developed problem solving skills. 13. Understanding and application of WH&S Principles in the delivery of nursing and personal care services 14. Ability to use initiative, think laterally and strategically to meet deadlines and produce quality work under pressure. 15. Ability to work within the local government environment and have an understanding of cultural awareness and sensitivity of the local

	community.
Job Roles & Key Objectives	<ol style="list-style-type: none"> 1. Demonstrated ability to maintain a high level of confidentiality and discretion. 2. Ability to use judgement, initiative and common sense when performing duties. 3. Excellent interpersonal skills and the ability to build relationships with stakeholders including team members, residents, clients and family members. 4. Excellent written and verbal communication skills and the ability to utilise a range of software applications. 5. Proven ability to be adaptable to various competing demands. 6. Demonstrated competence in delivering services that ensures clients and residents are safe. 7. Demonstrated proactive approach to problem solving with strong decision making capability. 8. Develop and maintain effective relationships with residents or clients, their families or carers and members of the health care team. 9. Work alongside of and support the care team to ensure that care is delivered with a team member's scope of practice, is evidence based and is safe and high quality in line with policies, procedures, practices and standards. 10. Demonstrated assessment, care planning, care delivery and evaluation skills 11. Commitment to collaborative practice and productive working relationships 12. Ability to reflect on own practice 13. Ensure compliance with the National, Community Care and Aged Care Standards and achievement of accreditation 14. Commitment to and willingness to participate in continuing training and education related to area of employment 15. Advise and consult with all relevant parties regarding complex and sensitive matters in accordance with the programs and council policies. 16. Support and promote the work of Aurukun Shire Council maintaining a positive image of the organisation in accordance with the level of position. 17. Comply with all Aurukun Shire Council policies, code of conduct, procedures and practices, external funding body requirements and legislation. 18. Apply and uphold principles of equity and anti-discrimination in the workplace and adhere to organisational and legislative Work, Health and Safety and Environment requirements. 19. Other duties as directed by Director Community Services.
Key Performance Indicators	<ol style="list-style-type: none"> 1. Empathetic treatment of clients showing dignity and respect and ensuring Aged Care Standards are met. 2. Ensure all practices are compliant with the National, Community Care and Aged Care Standards 3. Developed and maintained relationships with clients, their families or carers and members of the health care team funded. 4. Ensure that care that is delivered is evidence based and is safe and high quality in line with policies, procedures, practices and standards.

	<ol style="list-style-type: none">5. Promote a positive environment and ensure community needs are taken into consideration with all activities/programs.6. Maintain professional development as required, including First Aid training and maintenance of first aid skills and CPR.7. No breaches of Council and Chivaree Centre policies and procedures8. Ensure compliance with all legislative/funding guidelines including but not limited to: WHS, QLD Govt., ASC, Federal Govt.
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I, _____ acknowledge and agree to the above position description.

Employee's Signature _____

Date _____