



Director of Nursing and Care Services

Position title:	Director of Nursing and Care Services
Reporting to:	Chief Executive Officer
Direct reports:	Clinical Nurse, Manager of Hotel Services, Volunteer Coordinator and Community Care Coordinator

Organisation:	Barunga Village
Employment status:	Permanent – Full time
Fortnightly hours:	76 hours
Award:	Nurses Award 2010 (and any Award that replaces it)
Classification:	Registered Nurse Level 5

Purpose of the position

The position of Director of Nursing and Care Services is for a passionate and dedicated clinician who will lead the delivery of care, ensuring the best possible clinical outcomes for our consumers. Working closely with the Chief Executive Officer (CEO), the Director of Nursing and Care Services is to inspire and lead the clinical team whilst ensuring compliance with policies, procedures, regulations and relevant legislation to ultimately provide consumers with the care they need.

The Director of Nursing and Care Services has full clinical oversight of the residential aged care facility and community care including management of clinical reporting and documentation, staff training, provision of ongoing management, leadership and support to all nursing and care staff, volunteers and support staff. This includes working closely with and building positive and effective relationships with key stakeholders, including consumers, residents, families and staff, as well as managing quality improvement activities to achieve specific goals and objectives.

Key duties and responsibilities

1. Clinical leadership

Leadership and coordination of all aspects of care and clinical services - including monitoring and tracking clinical indicators to achieve best practice clinical care outcomes.

Leading and supporting care and support staff in the delivery of person-centred care.

Ensuring high quality care is delivered to our consumers and staff in compliance with the Aged Care Standards, legislative requirements and Barunga Village policies and procedures when delivering care.



Leading the care team to accurately record information in accordance with all organisational and legislative requirements (ACFI, resident records and staff time recording).

Manage and document clinical risk and ensure a commitment to continuous improvements within the organisation.

Coordination of assessment, care planning and review processes for all consumers.

Foster a culture of clinical excellence and continuous improvement.

2. General management

Support the CEO in the management of facility KPI's including for admissions, occupancy and bond management.

Assist in the management and monitoring of all complaints and the associated resolution process.

Effective budget management.

Participation as an active member of the Executive on-call roster and as a member of the Outbreak Planning and Management Team for Barunga Village.

Consult, network and liaise with relevant agencies and service providers to ensure consumer needs are met in line with objectives and timelines.

Contribute to the ongoing development of the program including participating in development of procedures, planning and reviewing of consumer services.

Leads the development and operational roll out of strategic initiatives.

Builds strong partnerships and networks to facilitate genuine person centred and customer focused outcomes. This includes fostering positive relationships with consumers, families and staff.

Actively promotes and protects the image and reputation of the organisation.

Ensures that Barunga Village policies and practices are followed and fully complied with throughout the organisation.

Ensures that regular and effective communication is in place, including regular meetings, consumer and family meetings, staff meetings, quality meetings and work health and safety meetings.

Oversees and monitors the provision of care and services to ensure that the physical, social, emotional and spiritual needs of consumers are met.

Understands and supports the roles and rights of families in the provision of care and support to consumers.



3. Management of staff

Develop and maintain the team rosters ensuring optimal skill mix available for delivery of care to consumers.

Ensures that all staff are provided with the appropriate training.

Manages and mentors' staff, promoting a holistic, responsive and person/consumer focused approach.

Ensures performance development activities are undertaken as required, including competency development and maintenance, and performance management.

Manages the recruitment and supervision of staff in line with the policies and processes.

Supports activities that assist with staff retention.

Leave management of care staff including annual leave, long service leave and personal/carer's leave.

4. Quality Improvement and Accreditation

Actively pursues continuous improvement opportunities including through the Continuous Improvement plan and participation in quality activities.

Ensures that care and lifestyle customer and staff feedback is effectively collected, analysed and responded to and that opportunities for improvement are identified and taken up.

Provides written reports and other documentation on a regular basis and as required.

Ensures accurate collation and evaluation of clinical incident data, to improve consumer outcomes.

Actively ensures compliance with the Commonwealth Aged Care Quality Standards and Expected Outcomes, across all areas of care by coordinating and conducting internal audits and assessments.

5. ACFI and occupancy

Responsible to manage all aspects of the assessment, documentation, submission and KPI targets for ACFI are achieved within the facility.

Ensures that all funding claims are based on sound data and able to be maximised within an ethical framework.

Works toward the achievement and maintenance of the occupancy targets (and ACFI targets) including developing strategies to meet and sustain these targets.

Ensures staff are adequately trained in ACFI documentation, as well as other assessments.



6. Professional development and conduct

Comply with Barunga Village's code of conduct and act professionally at all times when dealing with consumers residents, their families and visitors.

Act in accordance with all relevant legislation and clinical/professional standards/guidelines.

Maintain contemporary professional knowledge and skills through participation in professional development activities, both internally and externally.

7. Other duties and requirements

The incumbent can expect to be allocated duties not specifically mentioned in this document but within the capacity normally expected from persons occupying positions at this level.

Qualifications, skills and experience

- Demonstrated success in clinical leadership roles (such as Clinical Care Coordinator or Clinical Nurse or similar).
- Preferred minimum of five years' experience in a leadership role.
- Demonstrated understanding of and experience in the AACQA Accreditation process.
- Knowledge and experience of community-based care and support services.
- Experience and extensive knowledge of clinical assessments, care plans, ACFI and accreditation compliance and documentation.
- Demonstrated experience in a leadership role with experience in workload management, performance management and critical and reflective thinking skills in decision making and problem solving.
- Ability to develop, monitor and continually improve care rosters, ensuring rosters stay within budget, have a good spread of skill mix and ensure a congruence of care for consumers.
- Demonstrated high level of interpersonal skills, with ability to liaise with people from a diverse range of backgrounds and the ability to be cross culturally sensitive.
- Excellent written and verbal communication skills including experience in preparing reports, analysing data and providing recommendations.
- Demonstrated ability to engage and influence all stakeholders, including employees, consumers, residents, families and others.
- High level of computing skills to ensure that documentation and reporting requirements can be maintained in accordance with organisational and legislative requirements.
- Demonstrated understanding of financial and human resources management including the ability to manage a budget effectively.
- Demonstrated commitment to the continuous quality improvement of clinical care for consumers.
- Demonstrated commitment to continuing professional and personal development.



Other mandatory requirements:

- Willingness and ability to perform work outside ordinary business hours as required.
- Valid National Criminal History Check (as required under Aged Care Act 1997).
- Current AHPRA Registration.
- Evidence that you have had the 2020 flu vaccination and willingness to have the 2021 flu vaccination.
- Valid driver's licence.
- Proof of the right to work lawfully in Australia.

Confirmation of position description

Date originated: _____

Date reviewed: _____

I have read and understood this position description.

Employee name: _____

Employee signature: _____

Dated: _____