

LINE MANAGER	General Manager	AREA	Care Home
Date Last Updated			March 2020
PURPOSE OF POSITION			
<p>The Care Manager is a senior clinical leadership position with responsibility of providing care and clinical leadership.</p> <p>The position is the key clinical management position at the Care Home and must demonstrate Aurrum's values. Engagement with internal and external stakeholders is primarily focused on resident care outcomes. The Care Manager is one of the main clinical interfaces with medical officers and allied health professionals.</p>			
KEY RESPONSIBILITIES AND ACCOUNTABILITIES			
<ul style="list-style-type: none"> • Ensure excellence in care delivery and related services delivered by care home team members in line with 'Living Life' care model. • Ensure sound clinical policy and protocols are in place across Care Home services. • Ensure compliance with quality systems and meet/exceed accreditation, legislative and regulatory compliance. • Provide leadership and mentoring to all care home team members to promote continual improvement across all aspects of their role. • Provide leadership and direction in relation to the promotion and implementation of resident and team member safety procedures. • Develop and monitor relevant reports to facilitate data analysis and detailed recommendations to the General Manager where required. • Manage assessments, care plans and ACFI submissions, clinical related budgets including staff rostering and training requirements. • Work collaboratively and inclusively across teams to ensure a consistent 'whole of business' approach • As a member of the Aurrum Leadership Team, demonstrate the highest possible standards of professional and personal conduct, modelling Aurrum Values and Code of Conduct. • Undertake other activities which the incumbent might reasonably be expected to do, and which are consistent with the accountabilities and responsibilities as listed above. 			
KEY PEOPLE INTERACTIONS			
<ul style="list-style-type: none"> • Director of Quality and Compliance • General Manager • Regional Manager • Nursing Team Members • Medical Officers and allied health practitioners 		<ul style="list-style-type: none"> • Care Home Support Team Members • Customers • External Stakeholders 	
CRITERIA			
Qualifications	<ol style="list-style-type: none"> 1. Current nursing registration with APHRA 		
Knowledge, Experience and Skills	<ol style="list-style-type: none"> 1. Understanding of clinical issues affecting service delivery in aged care setting. 2. Knowledge of the Australian aged care system, including funding options, etc 3. Experience in managing and monitoring budgetary costs. 		

	<ol style="list-style-type: none"> 4. High level of computer literacy - intermediate to advanced level of proficiency in MS Office programs (especially Excel), and experience with electronic/online care plans and systems. 5. Communication and interpersonal skills – excellent written and verbal communication skills; an effective negotiator and conflict manager; well-developed internal and external networks. 6. People management – able to build / influence a strong positive culture; capable attracting, developing an empowering talented team members, and fostering excellence in both individuals and teams. 7. Commitment to excellence, innovation and continual improvement.
Desirable	<ul style="list-style-type: none"> • Knowledge of business operations in aged care • Qualifications in Aged care specialty, i.e. Dementia, etc
WORK REQUIREMENTS	
<ul style="list-style-type: none"> • Current drivers licence • Police Check • Ability to work outside of normal hours when required 	
COMPLIANCE AND LEGISLATIVE REQUIREMENTS	
<p>Aurrum Values: All team members must commit to and uphold our ‘Living Life’ model of care, Aurrum Values and Code of Conduct. For more information please visit https://aurrum.com.au/</p> <p>Occupational Health and Safety All team members are required to adhere to Aurrum’s WHS Purpose and Procedures including compliance with related state based legislation.</p> <p>Team Members must familiarise themselves and comply with all Aurrum policies and procedures and legislation relevant to the position.</p>	