

# Employee Position Description

Key Position Information		
<b>Job Title</b> Enrolled Nurse	<b>Position Reports To</b> Care Manager	
<b>Division</b> Services for Older People	<b>Location</b> As per contract of employment	
<b>Incumbent</b>	<b>Job Description</b> <input type="checkbox"/> New <input checked="" type="checkbox"/> Updated	<b>Date Updated</b> 20/07/2021

## Primary Purpose of Job

Why does the job exist? This statement should encapsulate the overall significance of the job from Jewish Care Victoria's point of view.

To provide competent nursing care in assisting with the functions of daily living according to individual needs of residents under the direction of the shift supervisor, clinical care coordinator or Facility Manager.

An Enrolled Nurse will have an important role in providing leadership and supervision to staff, and is expected to lead in the delivery of high quality care to residents by ensuring the provision of skilled, individualised care.

Key Result Area (KRA)	Key Accountabilities and Responsibilities <i>Accountable = "The buck stops here"    Responsible = "The doer"</i>
Jewish Care Values	<ul style="list-style-type: none"> <li>Acts consistently in accordance with Jewish Care values, challenge practices inconsistent with these values and uses values as a basis for managing relationships and decision making.</li> </ul>
Nursing Care	<ul style="list-style-type: none"> <li>To provide a high standard of care under the direction of the Shift Supervisor, Clinical Care Coordinator or Facility Manager;</li> <li>To ensure understanding of accreditation standards;</li> <li>To maintain comfortable, clean and safe environment for residents;</li> <li>To work as the member of a team and assist in the observation, planning, implementation and evaluation of resident care;</li> <li>To show initiative and take a leadership role in providing resident care;</li> <li>To be familiar with any changes in resident care procedures, to taken an active role in nursing care planning and review;</li> <li>To ensure all duties are carried out in accordance with established policies and assist in the maintenance of a high standard of care;</li> <li>To establish and maintain effective relationships with residents, families and colleagues;</li> <li>To assist residents adapt to their new environments;</li> <li>To observe infection control techniques;</li> <li>To assist residents with the functions of daily living in accordance with individual needs for nourishment, personal hygiene, comfort, stimulation, rest and exercise, emotional comfort and support.</li> <li>To uphold resident's right to dignity, privacy and confidentiality;</li> <li>To maintain and use resident care plans;</li> <li>To recognise resident emergency situations, seeking the necessary assistance and commencing appropriate care;</li> <li>To have an understanding and contribute to Aged Care Funding Instrument (ACFI);</li> <li>Understand and maintain Jewish Care documentation requirements;</li> <li>Work closely with Activities staff for resident participation in activities;</li> <li>Work as a member of the team;</li> <li>Participate in meetings;</li> <li>Seek guidance in matters of residents care from RN, Clinical Care Coordinator or Facility Manager as required</li> </ul>

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	<ul style="list-style-type: none"> <li>● <b>If Medication Competent</b> <ul style="list-style-type: none"> <li>○ In accordance with standards, policies and procedures, administer medication to residents. Ensure all documentation requirements are met.</li> </ul> </li> </ul>
Staff Management	<ul style="list-style-type: none"> <li>● To provide effective education to PCW's on best practice aged care;</li> <li>● <b>When rostered as a team leader:</b> <ul style="list-style-type: none"> <li>○ Provides effective leadership to PCW's to ensure optimal delivery of resident care and compliance with standards, policies and procedures.</li> <li>○ Ensures effective and timely communication with Supervisor regarding progress of the team during each shift and to resolve issues.</li> </ul> </li> <li>● To undertake performance appraisals of PCW's in accordance with to organisational policy, as requested.</li> </ul>
Your Say	<ul style="list-style-type: none"> <li>● To actively participate in Jewish Care's internal process for the provision of feedback via completing Your Say forms for compliments, complaints, incidents, hazards, and other; and to actively encourage external stakeholders to participate and complete their feedback.</li> </ul>

## Key Performance Indicators

<ul style="list-style-type: none"> <li>● Reports any issues of concern to the Clinical Care Coordinator or in their absence, the Facility Manager.</li> <li>● Evidence that residents nursing procedures have been attended as required by the resident's condition.</li> <li>● Evidence that residents health issues have been treated in a timely and efficient manner. All health issues followed up immediately and all care documented.</li> <li>● Evidence in resident's records of accurate nursing assessment and care planning that reflect contemporary nursing practice. Resident's records clearly show exceptions to care plans and evaluation of care plans in partnership with residents or their representatives.</li> <li>● Customer feedback mechanisms which demonstrate informed residents and staff with high levels of satisfaction of service provided.</li> <li>● Attaining and exceeding compliance with accreditation outcomes particularly in relation to health and personal care and resident lifestyle.</li> <li>● Optimum resident care in accordance with duties lists and resident's care plans.</li> <li>● Professional conduct.</li> <li>● Time management.</li> <li>● Customer service.</li> <li>● Compliance with accreditation standards and all relevant legislation.</li> <li>● Work towards annual training objectives following appraisal to ensure skills and knowledge to fulfil role</li> <li>● Development of effective relationships with key stakeholders.</li> <li>● Compliance with Jewish Care values, policies and procedures.</li> <li>● Maintenance of annual accreditations and associated professional development is mandatory. This includes but not limited to AHPRA, first aid and CPR.</li> </ul>
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## Corporate Accountabilities and Responsibilities

Team Member	<ul style="list-style-type: none"> <li>● Perform work safely and complete tasks on time, on budget and in accordance with expectations</li> <li>● Concentrate and collaborate</li> <li>● Question, debate review with leader and peers</li> <li>● Initiate performance reviews with manager</li> <li>● Develop career goals and initiate career conversations with next up manager</li> </ul>
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<b>OH&amp;S</b>	<ul style="list-style-type: none"> <li>• Be pro-active in caring for the health and safety of all people within our work environment</li> <li>• Ensure all appropriate actions are taken to implement JCV OH&amp;S policies, procedures, training, and legislative requirements</li> <li>• Demonstrate initiative in implementing actions that facilitate the continuous improvement of OH&amp;S within JCV</li> </ul>
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Key Relationships	
<b>Internal</b>	<ul style="list-style-type: none"> <li>• Facility Manager</li> <li>• Clinical Care Manager</li> <li>• Registered Nurses</li> <li>• All Jewish Care Victoria staff</li> <li>• Contractors</li> </ul>
<b>External</b>	<ul style="list-style-type: none"> <li>• Jewish Care clients, residents and their families</li> <li>• Allied health services</li> </ul>

Values	
Commitment to Jewish Care values and philosophy, and capacity to engage with the broader community in demonstrating these values:	
<b><i>Chessed: Kindness</i></b>	Kindness is a concern for others. By focusing our efforts in practical ways that really make a difference, we take kindness to the highest level and help others to help themselves.
<b><i>Mishpacha: Family</i></b>	Family is about all-inclusive, unconditional belonging. We are a diverse community; young and old, affluent and disadvantaged, Australian-born and migrant, observant and secular. Despite these differences, we are all members of the one family. We all matter, and we all belong.
<b><i>Derech Eretz: Respect</i></b>	Respect is the foundation of all human relationships. There is something special about each and every one of us, regardless of age, ability, status or background. Derech eretz acknowledges that specialness in everyone.
<b><i>Tzedakah: Charity</i></b>	Charity from the Hebrew, meaning justice, tzedakah is about making the world a better place. While often financial in nature, tzedakah is also about sharing what you have with others, be it your time, skills, experience or unique qualities. The reward is in the giving.

Role Required Capabilities	
<b>Skills</b> (the technical skills to do the job at a high level of accomplishment)	<b>Essential:</b> <ul style="list-style-type: none"> <li>• Good customer service skills</li> <li>• Demonstrated ability to provide contemporary aged care</li> <li>• Demonstrated leadership qualities</li> <li>• Demonstrated initiative and self-motivation</li> <li>• Ability and skills to guide staff and support the families of our residents</li> <li>• Excellent communication, problem solving, interpersonal and team membership skills</li> </ul> <b>Desirable:</b> <ul style="list-style-type: none"> <li>• Proven proficiency in the use and application of computer programs including LeeCare, RiskMan, and Microsoft Outlook</li> </ul>

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Role Required Capabilities	
<p><b>Knowledge &amp; Qualifications</b> (the specific qualifications required and knowledge fields are ideally required of the incumbent)</p>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Qualification of Enrolled Nurse</li> <li>• Current registration with the Australian Health Practitioner Regulation Agency (AHPRA)</li> <li>• Medication Competency</li> <li>• Computer literacy</li> <li>• Strong working knowledge of legislation and policies relevant to aged care and the workplace</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Sound knowledge of ACFI and Aged Care Accreditation Standards</li> </ul>
<p><b>Experience</b> (the scope of work experiences the incumbent ideally should have gained - including environment, timeframe and context)</p>	<p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Experience working in an aged care environment</li> </ul>
<p><b>Wisdom</b> (the sensitive tasks that require good judgement)</p>	<ul style="list-style-type: none"> <li>• Demonstrate an understanding of culturally diverse environments;</li> <li>• Sound understanding of the diversity of issues experienced by older people and people with a disability, including the special needs relevant to older people in the Jewish Community</li> </ul>
<p><b>Valuing</b> (the type of work someone undertaking this role would need to value)</p>	<ul style="list-style-type: none"> <li>• All Jewish Care employees will incorporate the Active Service (ASM) model approach of care to all clients/residents to continually encourage them to be more independent at home, in residential care and in the community, enhancing their quality of life</li> <li>• Demonstrates and upholds the Jewish Care Values, Vision and Mission at all times</li> <li>• Understanding of (or willingness to learn) the specific requirements of the needs of a Jewish Not-for-Profit organisation</li> </ul>
<p><b>Pre-Requisites</b></p>	<ul style="list-style-type: none"> <li>• Australian Police Check</li> <li>• A current annual flu vaccination and to provide a certificate as evidence</li> <li>• International Police Check where relevant</li> <li>• Working with Children Check if required</li> <li>• Commitment to providing professional and safe services to all residents and clients, including children and young people</li> <li>• Commitment to creating an environment that ensures our clients are safe and free of abuse, neglect, violence and preventable injury</li> <li>• Unrestricted right to work in Australia (Visa evidence required)</li> </ul>

# Employee Position Description

## Employee Acknowledgement

Please sign and date to acknowledge you have read and understood this position description.

Name:

Signature:

Date:

**A signed copy of the position description must be returned to:  
People & Development at 619 St Kilda Road, Melbourne VIC 3004 or [P&D@jewishcare.org.au](mailto:P&D@jewishcare.org.au)**



Jewish Care proudly celebrates and warmly welcomes the rich diversity of our community and strives to be inclusive for all, including the LGBTI+ community.



Jewish Care acknowledges Aboriginal and Torres Strait Islanders as the Traditional Custodians of the land on which we live and work. Our services and supports are provided on the lands of the Wurundjeri and Boonwurrung people, and we deeply respect and honour their ongoing cultural and spiritual connection to land, waters and community.



Jewish Care is an accredited Safeguarding Children organisation. The welfare and safety of all children and young people is a priority.