

What you do matters.



## Enrolled Nurse Position Description



EMPLOYMENT TYPE	Full Time   Part Time   Casual
CONDITIONS	Temporary or Permanent
TEAM	Residential Services
REPORTING RELATIONSHIPS	Reports to: Residential Services Manager Direct Reports: Nil

### Our Vision

A positive, fulfilling experience of ageing where everyone has the opportunity to live their best life.

### Organisational Context

Benetas is a leading not-for-profit organisation with a mission to provide older Victorians, their families and carers with high quality services and environments that respects their independence and individuality throughout their aged care journey. To reflect our Anglican heritage and commitment to social justice, we contribute a social dividend which sees any profit reinvested into growing and expanding services and initiatives, including our dedicated research and advocacy agenda, which provides broader benefits to people within our communities.

Benetas is committed to providing a safe and healthy work environment with a focus on the wellbeing of our employees and clients. With our positive and inclusive culture you will feel supported to be the best you can be in your career. Benetas is a recognised leader in Gender Equality, having been awarded an Employer of Choice citation by the Workplace Gender Equality Agency for 15 years in a row.

With an ambitious Next Generation Strategy, Benetas is focused on delivering our four strategic outcomes, which include integrated and exceptional customer experience, communities of choice, a great place to work and volunteer and a high performing organisation.

### Role Purpose

As an Enrolled Nurse you will support residents to live their best life and achieve their personal goals.

## Position Specific Responsibilities

Key Result Areas	Key Tasks/Behaviours
<b>Specialist Knowledge</b>	<ul style="list-style-type: none"> <li>• Demonstrate sound knowledge of national accreditation standards and apply this knowledge on a day to day basis. With Manager, identify the key accreditation standards and strategies for implementation</li> <li>• Demonstrate understanding of relevant legislation by working within this legislative framework</li> <li>• Demonstrate and apply up to date knowledge of the ageing process and relevant diseases</li> </ul>
<b>Customer Service</b>	<ul style="list-style-type: none"> <li>• Respond to resident needs and role model appropriate behaviour to other members of the team</li> <li>• Be responsive to resident's care through tailoring holistic care to meet individual needs</li> <li>• Systematically plan, implement and evaluate care; modify as required</li> <li>• Respect and promote dignity, privacy and confidentiality of each resident at all times</li> <li>• Promote positive and harmonious relationships between residents, relatives and staff through the demonstration of excellent interpersonal skills</li> <li>• Promote Benetas in a positive manner</li> <li>• Interact positively and respond to the needs of colleagues</li> </ul>
<b>Business Administration</b>	<ul style="list-style-type: none"> <li>• Maintain documentation to meet accreditation standards</li> <li>• Oversee documentation to ensure accurate assessment and rebate by supervising staff to keep accurate and up to date records and assessments</li> <li>• Oversee the administration of day to day tasks as relates to the provision of clinical care</li> <li>• Address management issues in absence of facility manager or as requested by: <ul style="list-style-type: none"> <li>○ managing staff issues to ensure clinical objectives are met</li> <li>○ recording staff changes in the appropriate documentation</li> <li>○ deploy staff appropriately, and as when required for effective use of resources</li> </ul> </li> <li>• Apply sound decision making skills to make effective use of all resources</li> <li>• Act as the Return to Work Coordinator (where delegated by the Manager) and work to support the injured worker to return to work as soon as possible</li> </ul>

<b>Technical Skills and Application</b>	<ul style="list-style-type: none"> <li>• Demonstrate and promote best practice at all times by all nursing care staff</li> <li>• Ensure compliance with BENETAS's No Lift Policy</li> <li>• Demonstrate the application of excellent clinical skills in areas such as: tissue viability, continence management, dementia/behaviour management, infection control, amongst others</li> <li>• Apply knowledge of safe practice in the use of equipment by overseeing staff in the use of: lifting equipment, suction machines and oxygen therapy</li> <li>• Demonstrate excellent communication and interpersonal skills through role modelling and facilitating open communication processes e.g. resident and team meetings</li> <li>• Communicate staff education needs to the Residential Services Manager</li> </ul>
<b>Team Development</b>	<ul style="list-style-type: none"> <li>• Provide staff with a clear direction to enhance understanding of their duties and responsibilities</li> <li>• Support other team members in their role to ensure each member maximises their abilities</li> <li>• Actively encourage other team members to promote harmonious working relationships</li> <li>• Develop positive working relationships with other specialists e.g. physiotherapist, general practitioners</li> </ul>
<b>Continuous Improvement</b>	<ul style="list-style-type: none"> <li>• Appraise and constantly evaluate the standard of care to residents</li> <li>• Have active involvement in the implementation and maintenance of accreditation standard initiatives</li> <li>• Uphold standards of health and safety for all residents, staff and visitors that comply with OH&amp;S legislative requirements</li> <li>• Demonstrate active participation in personal and professional development</li> <li>• Ensure that all incidents (Residents &amp; Employees) are reported according to Benetas policy</li> </ul>

## Selection Criteria

Qualifications	
<ul style="list-style-type: none"> <li>• Current Division 2 nursing registration with AHPRA</li> <li>• Medication Endorsement certificate (if required)</li> </ul>	
Skills and Knowledge	Interpersonal Attributes
<ul style="list-style-type: none"> <li>• Shows sound judgement and knows when to escalate issues to supervisors</li> <li>• Observes, documents and reports changes in resident wellbeing and care environment</li> <li>• Uses technology confidently to input, read and extract resident and corporate information</li> <li>• Verbal and written communication skills</li> <li>• A collaborative approach to working with residents, staff, colleagues and other key stakeholders</li> <li>• Understanding of the aged care legislative framework and requirements, including safe medication administration</li> </ul>	<ul style="list-style-type: none"> <li>• Takes responsibility for and prioritises own work</li> <li>• Creates genuine connections with clients, families and team members</li> <li>• Shows positive, courteous and client-focused behaviour</li> <li>• Is comfortable working semi-autonomously</li> <li>• Shows a keenness to learn new information and take on new challenges</li> <li>• Verbal and written communication skills</li> <li>• Shows empathy with the elderly</li> </ul>

## Core Behaviours Applicable To All Employees

Key Result Areas	Key Tasks/ Behaviours
Living our values in the way we behave and interact with others	<p><b>Respect</b> - Takes time to understand and value each person and respects their choices</p> <p><b>Community</b> - Builds strong relationships amongst stakeholders by working together in an open, involving way</p> <p><b>Spirit</b> - Builds a positive energetic culture dedicated to creating fulfilling life experiences for older people</p> <p><b>Responsibility</b> - Acts with integrity toward our clients, their families and carers and the broader community</p>
Leadership and Team	<ul style="list-style-type: none"> <li>• Leads by example</li> <li>• Maintains a positive approach that promotes confidence in those around them</li> <li>• Is open to feedback</li> <li>• Achieves agreed work goals</li> <li>• Builds and maintains effective relationships with clients, families and colleagues and operates in line with the Customer Experience Vision and Principles</li> </ul>
Health, Safety and Environment	<ul style="list-style-type: none"> <li>• Displays responsibility for self, team and environment</li> <li>• Demonstrates positive approach to own safety and safety of others</li> <li>• Achieves agreed work goals relevant to health, safety and environment</li> </ul>
Continuous Improvement: Quality and Sustainability	<ul style="list-style-type: none"> <li>• Responds to the needs of customers and the changing environment in which our services operates</li> <li>• Understands and delivers responsibilities in line with the Risk, Quality and Clinical Governance Frameworks</li> <li>• Takes initiative in making improvements to work processes</li> </ul>

	<ul style="list-style-type: none"> <li>• Actively seeks new ideas and improvement</li> <li>• Demonstrate evidence of continual improvement activities</li> <li>• Strives for best practice</li> <li>• Embraces and adapts to change</li> </ul>
<b>Professional and Personal Development</b>	<ul style="list-style-type: none"> <li>• Takes responsibility for driving own professional development, expertise and personal development</li> <li>• Completes all relevant on and off-the-job learning experiences</li> </ul>

## Evidence of the Right to Work in Australia

All Benetas employees must provide evidence of their valid working rights. Appropriate evidence includes an Australian/ New Zealand birth certificate or passport, Citizenship certificate, Permanent residency certificate or an International passport with evidence of a valid working visa. All visas are subject to a Visa Entitlement Verification Online (VEVO) check.

## Worker Screening Checks

As per Federal Government Legislation, all Benetas employees working at Residential Aged Care homes and risk assessed roles in Support Office are required to undertake a National Disability Insurance Scheme (NDIS) Worker Screening Check in place of the Police Check requirements.

## Influenza Vaccination

All Benetas roles are subject to obtaining and maintaining annual influenza vaccinations. Evidence must be provided as a condition of employment.

## Code of Conduct

All Benetas employees are required to read, be familiar with and act in accordance with the requirements of the Benetas Code of Conduct and any other legislated Code of Conduct as may apply to Benetas its employees.