

POSITION DESCRIPTION – TEAM LEADER

Position Title	Registered Nurse	Department	Lady Lawley Cottage
Location	Various locations	Direct/Indirect Reports	Enrolled Nurses / Residential Support Workers
Reports to	HNU Manager	Date Revised	November 2017
Budget	Nil		

■ Position Level Descriptor

An individual at the Team Leader level is a front line Manager or Supervisor who has a team of people reporting to them. The team generally has a single disciplinary focus. An individual at the Team Leader level typically reports to a Manager

■ Position Summary

The role of the Registered Nurse is to provide the highest standard of nursing care that will meet the client's holistic needs. A continuous improvement focus and experience will be key to performing this role. The incumbent will need to manage various demands to meet agreed standards and comply with statutory legislation governing nursing practice. The position is oriented towards achieving goals and plans recommended and established by a multi disciplinary care team. The incumbent will establish and implement a range of activities and handle the day-to-day operation of each shift as rostered.

■ Position Responsibilities

Key Responsibilities

- Provide clinical and holistic care and support to children and adolescents with multiple and complex disabilities and their families.
- Provide leadership and supervision to Enrolled Nurses and Residential Support Workers, competency assessments and clinical supervision of delegated tasks
- Shift Coordination
- Clinical Care and supervision of children with multiple and complex disabilities
- Maintain professional competence and knowledge and apply this expertise in the provision of service and problem solving in ongoing client care.
- Ensure a high level of documentation and record keeping, maintaining accuracy and legibility
- Provide direct and comprehensive nursing care and individual case management to clients in accordance with medical direction, ARC policy, Nursing Standards and Codes of Practice of Nurse's Board of WA and the National Disability Service Standards.
- Collaboration with multi-disciplinary team stakeholders in the provision of care coordination
- Contribute to the assessment of clients using all available resources and information including nursing history; self care abilities; total needs and risk factors where appropriate.
- Communicate with all staff, clients, families and other key personnel to provide information, advice and guidance related to the health status of clients.
- Develop, implement, monitor and review individual nursing care plans.

- Perform any other operational duties directed by the HNU Manager or Senior Manager Lady Lawley Cottage.
- Adhere to all Red Cross policies and procedures

■ Position Selection Criteria

Technical Competencies

- Demonstrated experience being responsible for clients and staff and managing emergency situations
- Demonstrated ability to deliver care as prescribed by medical direction, nursing care plans and relevant policies and procedures.
- Demonstrated knowledge and comprehension of the nursing process as it applies in the assessment, planning, implementation, and the evaluation of the care needs of the client.
- The ability to effectively translate ideas, concepts and information into either written or verbal form
- The ability to develop effective solutions to identified problems to achieve positive outcomes.
- The ability to demonstrate appropriate conduct in a range of situations aligned with the organisation's principles, behaviours and competencies and legislative requirements.
- Demonstrated understanding of legislation and common law affecting nursing practice.
- Demonstrated understanding of relevant legislation, eg WHS, Foodsafe, Nursing Homes Act, etc.

Qualifications/Licenses

- Current Driver's Licence
- AHPRA Registration
- Working with Children Check
- Valid CPR and Apply First Aid
- Up to date Immunisation Status

Behavioral Capabilities

- **MODEL | Demonstrate Care and Commitment | Demonstrates the Seven Fundamental Principles of the Red Cross Movement: Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality**
Aligns goals and actions with Red Cross Fundamental Principles | Provides relevant support and information to allow others to make decisions and improve their own situation | Builds independence in vulnerable people through transfer of knowledge and skills
- **THINK | Organisational Understanding and Compliance | Demonstrates understanding of Red Cross, its broader environment and complies with organisational procedures and guidelines**
Recognises key decision-makers within the organisation | Maintains awareness of how different parts of the organisation operate in relation to one another | Has an awareness of sector developments and trends | Ensures self and team compliance with relevant policies and procedures
- **ACHIEVE | Evaluate and Improve | Evaluates processes or programs to drive continuous improvement**
Proactively seeks to maximise opportunities to improve own and team performance | Identifies ways of working better with stakeholders | Ensures efficiency through improving systems, processes and structures | Seeks feedback and reviews results to determine opportunities for improvement | Ensures that high quality standards of work are met
- **LEAD | Manage Performance | Sets clear goals and expectations and is accountable for outcomes and behaviour**

Sets standards and goals for individuals and teams | Evaluates teams and individuals in relation to performance objectives | Addresses performance shortfalls quickly, directly and openly with individuals | Recognises good performance | Sets team objectives in line with organisational strategy

- **COLLABORATE | Teamwork and Collaboration | Works with others to achieve shared goals**

Provides team with clear direction | Models team qualities such as respect, helpfulness, cooperation and support | Provides an environment which supports members of the team | Provides appropriate support to team members | Balances personal goals with team goals

■ General Conditions

All Red Cross staff and volunteers are required to:

- Adhere to the 7 fundamental principles of Red Cross:

Humanity | Impartiality | Neutrality | Independence | Voluntary Service | Unity | Universality

- Act at all times in accordance with the Australian Red Cross Ethical Framework and Child Protection Code of Conduct
- Demonstrate skill, knowledge and behaviour to work with Aboriginal and Torres Strait Islander people in a culturally respectful way
- Comply with the Work Health and Safety management system
- Undertake a police check prior to commencement and every 3 years thereafter
- Support a child safe organisation by undertaking screening for suitability to work with children, youth and vulnerable people and to comply with relevant state/territory legislative requirements
- Assist the organisation on occasion, in times of national, state or local emergencies or major disasters