



POSITION DESCRIPTION

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| POSITION TITLE | Endorsed Enrolled Nurse |
| DIVISION | Aged Care |
| DEPARTMENT | Community Care |
| REPORTS TO | Program Lead |

ORGANISATIONAL PURPOSE

Our vision at the Brotherhood of St Laurence (BSL) is for an Australia free of poverty. We pursue lasting change for a fairer and more compassionate Australia.

Our organisation employs over 1,500 staff and is supported by 1,000 volunteers. We partner with governments, business and other organisations to address poverty across the nation.

Our work is varied. We deliver services to build capability and confidence across the life course, from the early years, youth and employment, to services for people with disability and for older people in Australia. Our Op Shops and social enterprises are well known. So too are our programs that support digital literacy, energy efficiency and financial wellbeing. We research the causes and effects of poverty and connect policy, practice and research to advocate national, state and local policy solutions for people experiencing disadvantage.

The Brotherhood of St Laurence values diversity and inclusion with regards to its staff and the communities we serve. Our staff and volunteers come from diverse backgrounds, and we aim to create an inclusive working environment. BSL is committed to child, young people and vulnerable adult safety. We want all vulnerable people to be supported, respected, safe, happy and empowered. We are committed to the safety, participation, and empowerment of all our program participants.

DEPARTMENT PURPOSE

Aged Care – The Aged Care Division provides residential aged care services, independent living accommodation for people on low incomes, in home care, and day and respite services for older individuals on a low income and at risk of homelessness.

Community Care - The Community Care department provides independent living accommodation for people on low income and at risk of homelessness, and delivers in home care, day and overnight respite, and social support.

POSITION PURPOSE

The Endorsed Enrolled Nurse coordinates and provides professional and quality care to clients who come into the centre for overnight respite care. The Endorsed Enrolled Nurse works as part of a team to provide care in a manner that fulfils the Brotherhood's duty of care, legal and professional practice requirements.

KEY RESPONSIBILITIES

- Deliver a high standard of nursing care and support, consistent with policy, procedures and best practice guidelines whilst adhering to the principles of privacy and confidentiality
- In consultation with the Program Coordinator, develop and implement Behaviour Support Plans based on the principles of good dementia care
- Assist with the management of complex care needs e.g., wound management, PEG Feeds as required
- Complete, review and action Care Plans and clinical assessments as required in collaboration with the Program Coordinator, including but not limited to nutrition, environment, personal hygiene, and other support
- Ensure that all activities and care needs have a person-centred focus and where appropriate modify activities to improve and meet individual, diversity, cultural and linguistic needs
- Liaise and guide other team members regarding client's care providing expert advice
- Support the rights and interests of the clients by following appropriate reporting mechanisms to meet Duty of Care requirements and within the limits of responsibility
- Administer medication as per the Medication Policy safely and effectively, in accordance with current legislation and Banksia policies and procedures
- Ensure that all clinical and administrative documentation is completed accurately and in a timely manner in accordance with BSL policies and procedures
- Assist with any quality activities, including audits, staff training, complaint and concern raising, and competency assessments as required
- Promote a positive respite experience for each client through timely and appropriate communication to carers, staff, and other stakeholders
- Assist with staff education, training and competency assessments as required, and within own scope of practice
- Manage and report any incident, accident, or untoward event as per policies and procedures, including completion of Incident Forms and other relevant documentation
- Other duties as required

SCOPE OF RESPONSIBILITY

Direct Reports: N/A

Indirect Reports: N/A

KEY SELECTION CRITERIA

Career Experience:

- Proven experience in providing high quality care to clients, and working with frail aged people and their carers, people with changed behaviours and from diverse backgrounds
- Sound understanding of the ageing process and dementia, ethical client practice including confidentiality

Personal Qualities:

- Well-developed interpersonal and communication skills to build and maintain effective relationships and liaise across all levels both internally and externally
- Demonstrated ability to work independently, solving routine issues as they arise and as an effective team member to achieve planned outcomes
- Well-developed organisational skills including the ability to adapt to changing demands, plan workload, priorities and meet deadlines
- Demonstrated knowledge and competency in Microsoft Office Programs including Word, Excel, and Outlook
- Understanding of and empathy with the values and ideals of the Brotherhood of St Laurence

Qualifications/other:

- Current registration as an Enrolled Nurse with AHPRA with medication endorsement

MANDATORY EMPLOYMENT CRITERIA

- Specific work requirements include weekend work, evening shifts, public holidays, and willingness to work flexibly as per operational requirements.
- Proof of eligibility to work in Australia is required
- A satisfactory Police Check is required - BSL will support successful candidates in this process
- A Working with Children Check is required - BSL will support successful candidates in this process
- An NDIS Worker Screening check is required – BSL will support successful candidates in this process
- A Statutory Declaration to confirm past criminal history is required as per the Aged Care Act - BSL will support successful candidates in this process
- Aged Care Banning Orders Register checks shall be undertaken

The description of the position is a guide to the duties of the professional activities needed to undertake the position successfully. A review of the position description may occur and it may be amended from time to time as organisational needs change. Changes to the position description will be consistent with the purpose for which the position was established.