POSITION DESCRIPTION – TEAM LEADER

Position Title	Registered Nurse (RN)	Department	Community Programs
Location	Kalano Flexible Care, Katherine NT	Direct/Indirect Reports	Up to 1 direct / Up to 10 indirect
Reports to	Aged Care Manager	Date Revised	January 2020
Industrial Instrument	Nurses Award		
Job Grade	Job Grade 4	**Job Evaluation No:**	HRC0011227

■ Sub-Delegation

The sub-delegation (if any) attaching to the position is outlined in the CEO Sub-delegations (as updated from time to time). Any financial sub-delegation of authority may only be exercised where a Finance project code or budget is allocated to that position.

■ Position Summary

Kalano Flexible Care facility cares for up to sixteen permanent and two respite Flexible Care residents for Aboriginal and Torres Strait Islander residents of the Katherine Region. Staff ensure residents are provided with assistance to achieve maximum independence. This Registered Nurse (RN) will work with the Kalano Aged Care Manager to ensure the smooth running of the service in accordance with our funding and organisational requirements. With a dotted reporting line to the Regional Manager, Katherine, the RN will focus on clinical care and compliance while working closely with the Kalano Coordinator.

■ Position Responsibilities

Key Responsibilities

- Ensure Kalano Flexible Care service meets all accreditation & Aged Care standards.
- Provide leadership and support to the staff caring for clients to ensure an efficient and effective service that meets client needs.
- Promote a consultative and collaborative approach to person centred care planning including participation by the individual and/or the individual's representative.
- Ensure resident care is assessed, planned and implemented, and progress is evaluated in accordance with the each individual's physical, social, emotional, spiritual and clinical needs.
- Develop, implement, monitor and review care plans to meet a person's health care needs and to promote quality of life.
- Develop and Implement with Care Staff a Digital collation & recording of resident care plans onto Red Cross approved software (CCM & PIMS).
- Ensure reported changes or concerns in a person's condition are acted upon appropriately.
- Provide nursing care within the scope of clinical practice.
- Monitor and delegate personal care given by other staff in accordance with Aged Care Quality Standards.
- Participate in GP review and refer residents for further clinical review when required.
- Assist with orientation of new staff as required

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■ Position Selection Criteria

Technical Competencies

- Working knowledge of workplace health and safety practices and behaviours.
- Working Knowledge & Understanding of New Age Care Quality Standards (July 2019) or a commitment for acquiring this knowledge during the probation period.
- Knowledge of continuous quality improvement practices in the context of Aged Care.
- Meet all legislative and other requirements for working in a residential aged care facility.
- Broad general nursing experience and demonstrated skills reflective of clinical and management experience in resident centred, residential based Aged Care services delivery.
- Demonstrated understanding of cultural diversity and ability to articulate and advocate that awareness and understanding to other Red Cross staff and stakeholders.
- Basic proficiency in MS Office or similar software with an ability and commitment to use automated technology.

Qualifications/Licenses

- A Northern Territory Working with Children check is a mandatory requirement for this role
- Australian Health Practitioner Regulation Agency (AHPRA) Registered Nurse
- Northern Territory Drivers Licence

Behavioural Capabilities

- **Personal effectiveness | Achieve results |** Demonstrated ability to coach and support teams to achieve the results committed to. Accepts responsibility for ensuring team goals are achieved. Ability to manage changing circumstances and potential challenges.
- **Personal effectiveness | Being culturally competent |** Demonstrated understanding and appreciation of cultural differences and diversity in the workplace. Ability to manage cultural and individual differences effectively and appropriately to guide the work and behaviours of teams.
- **Team effectiveness | Collaborating |** Proven track record as an approachable leader, supporting and building positive and constructive relationships within teams. Valuing diversity and supporting cultural differences within teams.
- **Organisational effectiveness | Focussing on clients |** Proven track record in ensuring a high quality service is provided by the team to internal and external clients and stakeholders. Actively seek and respond to client issues and measure effectiveness.
- **Organisational effectiveness | Innovating and improving |** Demonstrated capability to lead continuous improvement activities and encourage team members to identify ineffective processes and contribute to new ideas and ways of working.

■ 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

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- Undertake a police check prior to commencement and every 3 years thereafter. Police check renewals may be required earlier than 3 years in order to comply with specific contractual or legislative requirements
- 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