

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	June 2019
Industrial Instrument	Lady Lawley Cottage Australian Nursing Federation Registered Nurses Workplace Agreement 2011		
Job Grade	Job Grade 5	Job Evaluation No:	

■ 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

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
- Up to date with mandatory training as required

Behavioural Capabilities

- **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.
- **Team effectiveness | Communicating |** Demonstrated capability to communicate clearly and concisely ensuring messages are understood by all within the team using a range of communication techniques. Ability to express ideas clearly, listen effectively and provide feedback constructively.
- **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
- Undertake a police check prior to commencement and every 5 years thereafter. Police check renewals may be required earlier than 5 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