

YASS VALLEY AGED CARE JOB DESCRIPTION



POSITION: Registered Nurse

RESPONSIBLE TO: The Care Manager (CM) and Chief Executive Officer (CEO)

QUALIFICATIONS:

Essential: Current APHRA as a Registered Nurse
Empathy with, and respect for, older and disabled persons
Minimum of 2 years experience in Residential Aged care

RESPONSIBILITIES AND DUTIES:

RESIDENT CARE:

1. Establish and maintain adequate standards of resident care, managing acute on chronic conditions within a safe and clean environment.
2. Ensure responsible and effective delivery of care by all staff.
3. Accompany medical officers on their rounds.
4. Communicate any change in resident condition to the appropriate medical officer, the CM and the resident representatives as necessary.
5. Ensure all documentation is compliant with legal standards.
6. Be aware of resident's nutritional needs and ensure they are met.

STAFF:

1. Assign duties to each person and ensure that they perform their duties in accordance with policies, procedures and the Philosophy of Yass Valley Aged Care.
2. Supervise, teach and assist staff when necessary to ensure adequate standards of care are given.
3. Promote harmonious relationships with staff and counsel them with regard to their performance, attitude and behaviour where necessary.
4. Bring to the attention of the CM or CEO any unresolved conflict so that this may be dealt with quickly and positively.
5. Deploy and supervise non-nursing staff within the building.
6. Replace staff (after office hours), resulting from absenteeism to ensure adequate staffing levels.

EQUIPMENT:

1. Maintain a sound working knowledge of all equipment.
2. Record breakages, failures and malfunctions in the Maintenance Book.
3. If any unforeseen urgent maintenance is required contact the CEO or maintenance person.

STORES/SUPPLIES:

YASS VALLEY AGED CARE

JOB DESCRIPTION

1. Ensure adequate stock levels are available for use. Note any orders required in Orders Book.
2. Ensure Webster System functions smoothly by; recording on order sheet when any non-packed items opened; organising order on Tuesday pm and night for pick-up on Wednesday; and, unpacking and putting order away on Thursday pm and night.
3. Be responsible for safe usage, storage and documentation of medication, including drugs of addiction.

ENVIRONMENT:

Ensure a clean and safe environment for residents, staff and visitors through deployment and supervision of domestic staff.

IN-CHARGE DUTIES:

Oversee and be responsible for the efficient running of Horton House and Warmington Lodge in the absence of the CM or CEO.

WHS (Work Health Safety) RESPONSIBILITIES:

1. To have a duty to take all the care for which they are capable of for their own health and safety and others affected by their actions at work.
2. To comply with safety procedures and directions agreed to between management and employees.
3. To not willingly interfere with or misuse items of facilities provided for employees in the interest of their health, safety and welfare.
4. To have agreed with and acknowledge procedures for accident and incident reporting, Mandatory report requirements and to report potential or actual workplace hazards to the elected WHS representative.

All staff are required to be familiar with and embrace the Mission and Vision Statement of Yass Valley Aged Care, to be committed to the ideals of Continuous Improvement (CI) and be prepared to actively participate in our CI program.

It is also a requirement that all staff be familiar with the content of the Policy and Procedure Manuals and attend Mandatory fire lectures and other lectures deemed to be Mandatory or Compulsory when arranged.

CONDITIONS OF EMPLOYMENT:

HOURS OF DUTY: By mutual agreement.

WAGES: Paid by fortnightly direct transfer to an account nominated by the employee.

UNIFORMS: A uniform allowance will be paid as provided for in the Nursing Home & Nurses (State) Award. Uniform and name badge can be arranged through the office and must be worn when received; black / navy blue enclosed shoes.