



# Position Description

## Registered Nurse – Bidgee Haven Aged Care Hostel

|  |   |
|--|---|
| Directorate                                    | Governance, Business & Community Services |
| Reports to                                     | Facility Nurse Manager                    |
| Position Code                                  | RN1                                       |
| Classification                                 | Grade 1 - 5                               |
| Status   | Permanent (38 hours per week)             |
| Other conditions & benefits                    | N/A                                       |
| Pre-employment checks/legislative requirements | Medical Check, Police Check               |
| Location                                       | 24 Mayall Street Balranald, NSW           |
| Date position description approved             | November 2022, Revised July 2024          |

### Council overview

Covering approximately 21,400 sq kilometres, Balranald Shire encompasses a diverse natural landscape which includes the world heritage listed Mungo National Park and the picturesque Yanga National Park.

Surrounded by the wonders of the Murrumbidgee, Murray, Lachlan, Wakool and Edward Rivers, the area offers the opportunity to relax and enjoy some of the most unique natural scenery in Australia. There is an abundance of great fishing, water sports and nature just waiting for you.

Balranald is situated on the Sturt Highway and is just a 1 hour drive from the regional city of Swan Hill and 1¾ hours' drive from Mildura.

The area is surrounded by rich agricultural lands, the unique townships of Balranald and Euston and the hamlets of Kyalite, Oxley, Hatfield and Penarie (Homebush).

### Council values

Honesty, Respect, Enjoyment, Teamwork, Openness, Leadership, Customer Focus.

## Primary purpose of the position

The position is part of the Bidgee Haven Hostel, a retirement facility owned and operated by Balranald Shire Council. Bidgee Haven Hostel is a modern fully accredited 15 bed residential aged care facility providing care for older people who find it difficult to live at home for a variety of reasons.

Registered Nurses are integral members of a multi-disciplinary health team responsible for providing a quality nursing service that meets the needs of residents whilst ensuring the care service delivery is undertaken in accordance with the vision and values of Balranald Shire Council.

## Key accountabilities

1. Ensure high standards of care in accordance with the Aged Care Legislation, Accreditation Standards and Balranald Shire Council's policies and procedures.
2. Provide clinical mentoring, leadership, and support to members of the care team to ensure the delivery of a high standard of care, customer service and a culture that represents the values of Balranald Shire Council.
3. Applying the principles of privacy and confidentiality to all work practices adhering to Balranald Shire Council's Policies and Procedures.
4. Maintaining a duty of confidentiality to all residents, clients, volunteers, and employees ensuring that any confidential information that becomes known or available through the course of employment with Balranald Shire Council remains confidential.
5. Provide support and assistance to maintain high standard services for residents by:
  - Active involvement in the identification and implementation of continuous improvement initiatives.
  - Reviewing and assessing current methodologies, identifying, and implementing strategies for a best practice service provision.
  - Actively participating and contributing to organisational meetings/consultations.
6. In collaboration with the General Manager and the Facility Nurse Manager, effectively manage employees and volunteers involved in services that support resident daily living requirements by:
  - Being a positive role model, providing leadership and first line supervision to Care Team.
  - The appropriate allocation and delegation of roles and responsibilities within the care team.
  - Assisting with the orientation of new employees and facilitating their ongoing acquisition of knowledge.
  - Assisting employees to identify individual learning needs and facilitating opportunities for employee development.
  - Providing training and development opportunities for employees to improve job skills and effectiveness.
  - Inducting Agency staff as required.
7. Accept accountability and responsibility of nursing services provided by:
  - Practicing within own abilities and qualifications.
  - Complying with all policies and procedures.
  - Ensuring the consistent application of Bidgee Haven Retirement Hostel's policy framework by self and others.
  - Maintaining contemporary professional knowledge and skills in clinical competency through participation in self-development activities / programs.

8. Provide direct resident care and nursing services consistent with recognised nursing practice and procedure by:
  - Liaising with medical employees and other allied health professionals to ensure changes in resident care needs are reported and reviewed with prescribed changes to clinical care implemented and evaluated.
  - Carrying out a comprehensive and accurate nursing assessment of individuals and groups.
  - Formulating a plan of care with the primary aim of providing optimal quality of life for the individual and/or group.
  - Coordinating and monitoring the planning, implementation and evaluation of service outcomes and nursing care standards.
  - Liaising with other members of the health team, to identify resident care needs, plan interventions and review outcomes of care.
  - Maintaining accurate and legally appropriate documentation of nursing services.
9. Ensure professional and articulated communication by:
  - Positively interacting with employees and volunteers, members of the health team, residents and their representatives.
  - Ensuring that the management team is suitably informed of any relevant issues.
  - Ensuring that the Facility Nurse Manager is informed of any resident incidents, including advice of reportable incidents and assaults within designated timeframes.
10. Assist Facility Nurse Manager with; residents and families with any concerns or complaints and facilitate case conferencing as scheduled or when indicated.
11. Ensure co-ordination, preparation, and review of clinical documentation prior to submission ensuring Government funding is maximised.
12. Maintain a safe work environment in accordance with Balranald Shire Council's Workplace, Health and Safety Policies and Procedures.
13. Actively participate in the rehabilitation of employees injured at work.
14. Act as the Senior First Aid Officer and Chief Fire Warden when designated by the Facility Nurse Manager.

## Key challenges

- Ensure the Hostel is kept up to date with accreditation requirements and remains compliant.
- Ensure all reporting to external bodies is accurate and within required timeframes.

## Key relationships

| Internal                                      | Why   |
|---|---|
| Employees, Coordinators, Directors            | The position is required to provide decisions which typically span across the whole organisation.   |
| External                                      | Why   |
| Residents and ratepayers, Government Agencies | The position contributes to the organisation's overall direction and has significant influence on the areas overseen. The position provides a critical service function on behalf of Council. |

## Autonomy and Decision Making

The role requires the employee manage sections of Council and act as the subject-matter-expert. Significant judgement and independent research may be required, when there are no clear answers. Decisions are typically guided by broad policy, legislation or discussions with the relevant Director.

## Code of Conduct, Policies, Protocols and Procedures

All employees are to adhere to Council's Code of Conduct, Policies and Procedures at all times.

## Fraud and Corruption Prevention

Council has a zero tolerance towards fraud, corruption or any behaviour that may bring Council into disrepute with the community. All Council employees have a responsibility to identify, prevent and report fraud, corruption and behaviour that may bring Council into disrepute.

## WHS & Risk Responsibilities

1. Act at all times in a manner which does not place at risk the health and safety of any person in the workplace.
2. Maintain a safe work environment in accordance with Balranald Shire Council's Workplace, Health and Safety Policies and Procedures.
3. Assist in the on-going maintenance of a safe workplace through involvement in the implementation of safe systems.
4. Actively participate in the rehabilitation of employees injured at work.
5. Participate in mandatory Health and Safety training sessions.
6. Identify, analyse and treat hazards in the workplace.
7. Be responsible and accountable for taking practical steps to minimise Council's exposure to risk in so far as it reasonably practicable.
8. Understand and adhere to the principles of Risk Management relevant to the job role.
9. Provide input into various risk management activities.
10. Report all emerging risks, issues and incidents.

## Selection Criteria

### Essential:

1. Bachelor/Diploma/Certificate Nursing – Registered Nurse.
2. Current registration with AHPRA.
3. Demonstrated ability to manage and supervise staff.
4. Demonstrated ability to work as part of a team.
5. Proven record of quality care delivery.
6. Commitment to Work Health Safety.
7. Excellent communication skills both written and verbal.
8. Proficiency in use of Microsoft suite of applications.
9. Current Class C Drivers Licence.

**Desirable:**

1. Knowledge of AN-ACC.
2. Understanding of Aged Care legislation and regulations.
3. Understanding of Aged Care Accreditation standards.
4. Recognised qualifications in Management or equivalent experience.
5. Ability to complete documentation requirements for an aged care environment.
6. Experience working with and empathy towards the elderly.
7. Proven care plan experience.
8. Current First Aid Certificate.
9. Current Infection Control Certificate or qualifications

**Acceptance of Position**

I have read and understand the contents of the position description for my role and agree to work in accordance with the requirements of the position. I understand this position description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list.

I understand that this position description may change with organisational requirements and the tasks and responsibilities outlined in the position description may vary from time to time.

Signature:

Date:






**Attachments:**

- Local Government Capability Framework

## Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities

| Local Government Capability Framework  |                                     |                 |
|--|-------------------------------------|-----------------|
| Capability Group   | Capability Name                     | Level           |
| <br><b>Personal attributes</b>    | Manage Self                         | Adept           |
|  | Display Resilience and Adaptability | Adept           |
|  | Act with Integrity                  | Adept           |
|  | <b>Demonstrate Accountability</b>   | <b>Advanced</b> |
| <br><b>Relationships</b>         | Communicate and Engage              | Intermediate    |
|  | Community and Customer Focus        | Intermediate    |
|  | <b>Work Collaboratively</b>         | <b>Adept</b>    |
|  | Influence and Negotiate             | Adept           |
| <br><b>Results</b>              | <b>Plan and Prioritise</b>          | <b>Adept</b>    |
|  | Think and Solve Problems            | Adept           |
|  | Create and Innovate                 | Intermediate    |
|  | Deliver Results                     | Adept           |
| <br><b>Resources</b>            | Finance                             | Foundational    |
|  | Assets and Tools                    | Intermediate    |
|  | <b>Technology and Information</b>   | <b>Adept</b>    |
| <br><b>Workforce Leadership</b> | Procurement and Contracts           | Foundational    |
|  | Manage and Develop People           | Adept           |
|  | Inspire Direction and Purpose       | Adept           |
|  | Optimise Workforce Contribution     | Adept           |
|  | <b>Lead and Manage Change</b>       | <b>Advanced</b> |

## Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

| Local Government Capability Framework                    |          |   |
|--|----------|---|
| Group and Capability                                     | Level    | Behavioural Indicators  |
| <b>Personal Attributes</b><br>Demonstrate Accountability | Advanced | <ul style="list-style-type: none"> <li>• Is prepared to make decisions involving tough choices and weighing of risks</li> <li>• Addresses situations before they become crises and identifies measures to avoid recurrence</li> <li>• Takes responsibility for outcomes, including mistakes and failures</li> <li>• Coaches team members to take responsibility for addressing and resolving challenging situations</li> <li>• Oversees implementation of safe work practices and the risk management framework</li> </ul>  |
| <b>Relationships</b><br>Work Collaboratively             | Adept    | <ul style="list-style-type: none"> <li>• Contributes to a culture of respect and understanding in the organisation</li> <li>• Creates an atmosphere of trust and mutual respect within the team</li> <li>• Builds cooperation and overcomes barriers to sharing across teams/units</li> <li>• Relates well to people at all levels and develops respectful working relationships across the organisation</li> <li>• Identifies opportunities to work together with other teams/units</li> <li>• Acts as a resource for other teams/units on complex or technical matters</li> </ul> |
| <b>Results</b><br>Plan and Prioritise                    | Adept    | <ul style="list-style-type: none"> <li>• Consults on and delivers team/unit goals and plans, with clear performance measures</li> <li>• Takes into account organisational objectives when setting and reviewing team priorities and projects</li> <li>• Scopes and manages projects effectively, including budgets, resources and timelines</li> <li>• Manages risks effectively, minimising the impacts of variances from project plans</li> <li>• Monitors progress, makes adjustments, and evaluates outcomes to inform future planning</li> </ul>                               |
| <b>Resources</b><br>Technology and Information           | Adept    | <ul style="list-style-type: none"> <li>• Selects appropriate technologies for projects and tasks</li> <li>• Identifies ways to leverage the value of technology to achieve outcomes</li> <li>• Ensures team understands their obligations to use technology appropriately</li> <li>• Ensures team understands obligations to comply with records, information and knowledge management requirements</li> </ul>  |

## Local Government Capability Framework

| Group and Capability                                  | Level    | Behavioural Indicators  |
|---|----------|---|
| <b>Workforce Leadership</b><br>Lead and Manage Change | Advanced | <ul style="list-style-type: none"><li>• Translates change initiatives into practical strategies, including the role of staff in implementing them</li><li>• Analyses the change context to identify the level of consultation and involvement required from staff and stakeholders</li><li>• Develops appropriate approaches to involve staff and stakeholders at various stages of the project</li><li>• Implements structured processes to manage structural, system, process and cultural barriers to change</li><li>• Provides coaching and leadership in times of uncertainty and difficulty for staff</li></ul> |