

Enrolled Nurse - Thamarrurr Aged Care



Position:	Enrolled Nurse Thamarrurr Aged Care
Classification Level:	6.1
Temporary:	Full Time
Reports to:	Aged Care Manager - Thamarrurr Aged Care

Organisational Environment

The West Daly Regional Council commenced operations on 1 July 2014. The new council was formed as part of the 2013 Local Government reforms in the Northern Territory and includes the communities of, Peppimenarti, Palumpa and Wadeye and has a population of approximately 3000.

Personal Attributes

Ethical behaviour – this position will have access to sensitive information. It is imperative that the Assistant Manager displays the highest level of integrity and ethical conduct.

Attitude – demonstrates a positive approach towards the workplace ensuring to display appropriate behaviors and to be seen as a respected role model.

Discretion – being able to make decisions on what to do in a variety of situations and ability to make sound judgments.

Consistency of service – all work performed by the Assistant Manager needs to be of the highest quality and consistent.

Safe work practices – ensure all work practices in the service follow WHS regulations.

Summary of Position

The purpose of this position is to assist the Manager in the delivery of culturally appropriate services to residents and community so as to meet their individual needs and to assist and support family and other community members to care for them.

The Clinical & Community Coordinator has particular responsibility for the hands-on delivery of the range of aged care programs and services and for training, supervising, empowering and acting as a role model for Aboriginal staff members.

Position Liaises with

Internal	External
Chief Executive Officer	Commonwealth Department of Health
Executive team	NT Department of Health
Regional Service Managers	Wadeye Health Centre
Aged Care Manager	Clients

Specific Duties

Staff Training & Supervision

- Allocate work to and supervise Aged Care staff on a daily basis being mindful to match skills and interests with work allocated.
- Ensure timesheets are completed and sent for payment of wages, distribute payslips, prepare rosters and duty statements;
- Assist with the recruitment & training of staff.

Community Care

- Distribute medication to community clients and if required residents either personally or by supervising staff members and transfer knowledge of medications to residents/clients families.

Personal Care

- Assess individual, personal & social needs of clients.
- Coordinate, monitor & review the provision of services to individual clients
- Assess and provide for the individual, personal & social needs of residents on a daily basis either personally or by allocating duties to and supervising staff members
- Tend to or ensure other staff are attending to the personal needs of clients on a daily basis including showering, dressing and grooming.
- Contact the Health Centre to discuss and/or arrange supplies or medications for residents and community clients' and liaise with the Health Centre staff regarding the delivery of palliative care to residents.
- Maintain effective working relationships with Health Centre staff & other health service providers including palliative care, physiotherapists & occupational therapists.
- Encourage the involvement by family and community members in the care and support of the aged.

Transport & Activities

- Coordinate the provision of transport for community clients' to the aged care centre and/or to their required destinations such as the bank, Centrelink, the airport, the council, ceremonies and funerals, community meetings and back as required.
- Coordinate community clients' trips to their outstation homes to visit family.
- Coordinate and supervise community clients' participation in traditional activities, such as hunting, fishing, bush tucker trips to collect plants and flowers for dye for weaving and attendance at local activities.

Care Planning

- Development of individual client care plans
- Six monthly review of care plans
- Other duties as directed by the Manager.

Selection Criteria

Essential

1. Enrolled Nurse qualification
2. First Aid Certificate
3. An understanding of and commitment to Indigenous specific service delivery
4. A solid understanding of Aboriginal tradition and culture particularly as it relates to relationships, protocol and appropriate behaviour
5. A demonstrated ability to train, motivate, supervise and empower staff and to manage a team
6. Ability to work both independently and as part of a multi-disciplinary team
7. Demonstrated high level organisational, administrative and budgeting abilities, including accurate record keeping and reporting skills
8. Current Police Clearance
9. A current drivers' license or ability to acquire one

Desirable

1. Previous experience in a similar position.
2. A current NT driver's licence.
3. Qualifications and experience in Aged Care. (must include medication administration qualification)
4. First Aid Certificate
5. A solid understanding of Aboriginal tradition and culture particularly as it relates to relationships, protocol and appropriate behaviour.
6. A demonstrated ability to train, motivate, supervise and empower staff who have different abilities and working styles.
7. The capacity to be flexible and tolerant to changing priorities.
8. The capacity to relate to people at all levels and to remain objective and impartial in challenging circumstances

Key Performance Measures

Reliable conduct and behaviour

- Display Code of Conduct behaviours and commitment to council values.
- Deadlines and timelines met, exceptions reported to Manager in advance.
- Safe work practices developed and followed.

Work Quality

- Continuous commitment to improvement through an ongoing process of education, communication, and evaluation.

Team Leadership and Relationships

- Ensure compliance with the Council Plan and relevant legislation. Effective working relationships within team and Council and with community and external agencies; conflicts managed constructively.

Problem Solving

- Potential problems drawn to the attention of Manager and solutions proposed.
- Demonstrated flexibility to shift priorities and move resources to other work to meet demand.

Commitment and Pride in Work

- Employee skills and knowledge continually upgraded through active on the job coaching and off the job training.
- High standards of work quality and behaviour by team earned respect in communities and within council.

Scope of Practice

As per the Nursing and Midwifery Board of Australia “Scope of practice for registered nurses and midwives 2013”

Medication administration is bound by the Medicines, Poisons and Therapeutic Goods Act (MPTGA) and Regulations which regulate the issue and administration of drugs in the Northern Territory

Approval

This appointment is a Full Time position and the appointed applicant will be required to undergo a Police check. The position holder must be willing to adhere to Councils Code of Conduct, Conditions of Employment, Policies and Procedures.

Chief Executive Officer

Created:	16 March 2017
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