

POSITION DESCRIPTION

Position Title:	Residential Site Manager
Reports To:	General Manager – Aged Care Services
Supervising:	Care Manager, Supervisors, Administration Staff and Recreation Coordinator
Liaises with:	Chief Executive Officer, Deputy Chief Executive Officer, other Wintringham Program/Site Managers, Wintringham Support Staff and External Health Care Providers
Location:	Ron Conn Nursing Home Westminster Drive, Avondale Heights
Classification:	Wintringham EBA
Hours:	Full Time (38 hours per week)

Program Description:

Wintringham residential care sites provide care to men and women who have previously been homeless or at risk of homelessness. All the care provided to Wintringham residents is carried out based on the underlying principles of social justice. Wintringham staff are expected to practice open communication and pro-actively participate in problem solving as per the Open Communication Policy found in the Leadership and Management Manual.

The objectives of the position are to:

- To oversee all operations of the Home and to ensure that the operations are consistent with Wintringham's philosophy of options, rights, dignity and its principles as outlined in the strategic plan.
- To promote a non-institutional philosophy within the Home by:
 - recognising and promoting the rights of residents;
 - encouraging residents to maintain and exercise control over decisions which affect their lives; and
 - providing residents with an environment that offers a variety of options to assist each resident to determine their own lifestyle.
 - being a key support for residents complex behavioural needs
- To ensure that all service delivery is consistent with the policies and procedures of Wintringham, and meets the Standards for Residential Aged Care Services and other statutory requirements.
- To ensure that our duty of care to both residents and staff is met at all times.
- To maximise the use of all resources available to the site ensuring that budgetary and Key Performance Targets are met, wherever possible.



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Responsibilities/Duties:

The Ron Conn Manager will be responsible for ensuring all site matters, as they occur and are identified, are, in a timely manner, appropriately addressed or referred to the correct internal or external person for resolution. The Ron Conn Manager will therefore:

- Ensure confidentiality is maintained at all times
- Oversee operation of the site administration office
- Select and orientate new clients to the program
- Be aware of, and ensure adherence to relevant legislative standards and guidelines
- Proactively assist with the maintenance of the continuous improvement system and accept responsibilities as defined in the relevant policies and procedures.
- Participate in management meetings and training sessions as required
- Advocate on behalf of clients with tenancy related matters and seek support from appropriate services

Human Resources

- Provide leadership to staff and to ensure staff have the necessary skills and expertise to provide a quality service to residents
- Promote the development of staff through the use of yearly performance appraisals and the consequent development of training programs.
- Notify the Occupational Health and Safety co-ordinator of any issues relating to staff or client safety particular in relation to manual handling, infection control, chemical waste or other hazard
- In liaison with the Human Resources Manager, responsible for recruitment and training of all staff
- Undertake debriefing and supervision of staff.

Finance and Administration

- Provide effective Financial Management of the Site
- Participate in the development and ongoing review of the budget with the Chief Financial Officer
- Manage the site program, including timesheets and rosters and other administrative functions as required
- Monitor income and expenditure against budget expectations.
- Oversee the maintenance of records in relation to client trust accounts.
- Liaise with Finance Department in relation to payments as required.
- Ensure all documents required by the Department of Health and Ageing are completed and submitted in a timely manner.



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In general, the Ron Conn Manager will:

- Pursue relevant on-going development in order to enhance knowledge of contemporary practices and broaden understanding of own responsibilities.
- Perform other duties as directed by the General Manager – Aged Care Services from time to time.

Health & Safety Responsibilities

As a Wintringham employee you have the following responsibilities under the OHS Act 2004:

- Take reasonable care to ensure your own safety
- Do not place others at risk by any act or omission
- Follow safe work practices and procedures
- Use and care for equipment as instructed
- Do not wilfully and recklessly interfere with safety equipment
- Report hazards and injuries
- Cooperate with the employer to meet OHS obligation under OHS Act 2004.

Extended OH&S Management Responsibilities:

- Ensuring that employees have the information, instruction, training and supervision that they need to work safely.
- Consulting with employees (and Health and Safety Representative) on proposed changes.
- Identifying, assessing and controlling hazards.
- Maintaining a safe working environment

Qualifications/Experience:

- Experience in the Social Work / Welfare, Health Care or Aged Care Sector and Homelessness.
- Well developed communications and liaison skills with a variety of people from varying socio-economic backgrounds.
- Conceptual development and analysis of key policy issues as they relate to service delivery.
- Commitment to the organisation and its philosophy of social justice.
- First Aid Level 2
- Current Driver's License



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The following qualifications are preferred:

- Social Work / Welfare
- Health or Behavioural Sciences
- Division 1 Nurse
- Undergraduate/Postgraduate qualifications/experience in Management including creating and managing a budget

Appointment is subject to a satisfactory police records check prior to commencing unless the applicant is already a staff member who is currently employed with Wintringham.

Wintringham is an equal opportunity employer.

I have read this position description and understand the requirements and responsibilities of this position as part my employment with Wintringham.

EMPLOYEE'S NAME _____

SIGNED _____ DATE _____

