

Position description: Residential Aged Care – Registered Nurse Division 1

Baptcare is a purpose driven and faith based organisation working across Victoria, Tasmania and South Australia, providing residential and community care for older people and support to children, families, and people with disability, financially disadvantaged people and people seeking asylum. Baptcare's skilled and qualified workforce are committed to providing a safe, respectful and quality consumer centered care and services to our consumers.

ROLE PURPOSE

The primary purpose of this role is to provide comprehensive clinical care to clients. Working as part of a team, the role is responsible for delivering high quality, best practice care that meets the expectation of the client and demonstrates a commitment to maintaining an optimal level of dignity, respect, comfort and quality of life for clients.

Part A: Organisation

Baptcare's Vision, Mission and Values

Mission: Partnering for fullness of life with people of all ages, cultures, beliefs and circumstances.

Vision: Communities where every person is cherished.

Our Mission and Vision are lived through our WE CARE values:

We care about...	Our Customers We care about...	Our Team We care about...
Wellbeing	... You living your life with meaning, we partner with you to enhance your health, safety, comfort and spirituality.	... Strengthening our teams by cultivating a safe and encouraging work environment that enables personal growth.
Ethics	... Being genuine with you, leading with integrity and fulfilling Baptcare purpose in harmony with community expectations.	... Being inspired by justice. We act with integrity and do the right thing by our customers and each other in light of current and future needs.
Co-creating	... Building personalised and innovative solutions with you and our allied partners, with your goals as our shared focus.	... Building an exciting future together with our customers in focus, by empowering everyone to contribute and encouraging adaptability, creativity and collaboration.
Accountability	... Fulfilling our commitments to you and accepting our responsibilities to continually improve.	... Fulfilling our commitments and responsibilities, using our resources wisely and being able to reflect, speak up and adapt when needed.
Respect	... Understanding and embracing your individuality, standing up for your equality and protecting your dignity.	... Understanding and embracing your individuality, standing up for your equality and protecting your dignity.
Effectiveness	... Being focused on achieving the best outcomes for you, with you.	... Ongoing improvement in the focus of our people and resources to achieve positive outcomes for our customers.

We select leaders who engage with and from the heart of our mission. We only engage employees who can deliver our mission.

Baptcare is committed to being a child safe organisation by ensuring that all staff who work directly with children adequately maintain and update their knowledge of Child Safe Standards and provide protection to the children in our care.

Part B: Position specifications

Relationships

Division:	Residential Aged Care
Reports to:	Director of Nursing / Manager; Nurse Unit Manager/s
Internal:	All other nursing care staff, site contractors & support (ie catering & maintenance), Lifestyle staff & allied health
External:	Baptcare Central Office Staff, external regulatory bodies, external allied health

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Part B: Position specifications continued

Dimensions		
Annual Operating budget:		N/A
Staff	Direct	
	Indirect	

Delegations and authorities		
Capital expenditure:		N/A
Operating expenditure:		

Key Accountabilities	
<ul style="list-style-type: none"> • Participate as a key member of the Clinical Care team & demonstrate a level of professional conduct that reflects the Baptcare Vision & mission statement. • To be competent in all aspects of Resident clinical care (from initial admission, assessment, care planning & ongoing review). To also then be able to evaluate Client/Resident outcomes &, in conjunction with the NUM or other senior staff & ensure Resident care then accurately reflects this. • Commitment to providing consumer centered care of the highest standards. • Ensures own clinical practice is within scope of regulatory guidelines including the Aged Care Quality Standards and support clients to live the life that they chose. • Clients are treated in a kind, caring and respectful manner encouraging an environment whereby clients feel accepted and valued whatever their needs, ability, gender, age, religion, spirituality, mental health status, ethnicity, background or sexual orientation. • Report client risks to management, including inappropriate behaviours or actions not aligned to our values. • Demonstrate excellent communication skills and a positive customer focused profile to all stakeholders. • Understand the Aged Care funding process & be able to contribute to ongoing evaluations & ensure assessments are completed as required. • Competent in understanding & participation of Baptcare's Continuous Improvement / risk management systems. • Compliant & clear of OHS requirements in relation to maintaining a safe environment for self & other stakeholders. 	

Key Tasks	
<ul style="list-style-type: none"> • Listening to clients and understanding what is important to them and supporting them to achieve their goals. • Report disrespectful or unkind behaviour displayed towards clients/residents directly to your supervisor. • Provide a management & leadership role for care staff & encourage an environment that is based on teamwork & a committed Client focus. • Ensure all staff reporting to Div 1 are working within their scope of practice & maintaining Baptcare standards in terms of care delivery, professionalism & customer focused approach. • In conjunction with other senior staff, ensures each Client's care reflects current best practice guidelines & respects the individual Client's needs & preferences. • Maintains clear, consistent communication in relation to all aspects of care (to colleagues, staff, clients & families) while respecting individual privacy & dignity. • Ensures safe & secure management of medications. • Attends site meetings & mandatory staff training as required or directed by site Manager. 	

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- Liaise with both internal & external customers (Clients, families, contractors & visitors) in a compassionate, helpful manner that best reflects the Baptcare Mission & Vision statement.
- Will be able to demonstrate an understanding & be able to complete internal audits that help maintain the quality framework.
- Become competent with use of the Aged Care Funding assessments & assist the Personal care workers with the completion of same within due time frames.
- Contributes pro-actively to the continuous improvement process and can explain same to any other stakeholders.
- Responds to complaints arising in area in a positive, calm & supportive manner. Communicates same to Senior Staff in a timely way to ensure follow up. If unable to assist or resolve immediately, is confident in liaising with NUM or other senior management to seek resolution for the complainant.
- Attend regular scheduled training to maintain your level of skill.

Workplace Health & Safety

- Visibly demonstrate work health and safety personal commitment to working with all Baptcare stakeholders in achieving a Zero harm workplace by complying with Baptcare's WHS policy, WHS Plans and procedures relevant to your working environment.
- Actively promote and foster constructive behaviours to enhance Baptcare's organisational safety culture, "*The safety standard you set is the one you just walked by*" by reporting hazards, incidents, injuries and near misses to the manager without delay.
- Co-operate with Baptcare in respect to any action taken by Baptcare to comply with legislative requirements
- Take reasonable care for your own health and safety and the health and safety of others in the workplace

Part C: Person specification

Key selection criteria

- Wholeheartedly aligned with Baptcare's Mission, Vision and Values whole-heartedly
- A demonstrated heartfelt desire to work with older people, to respect their lives and a deep capability to connect and support clients to live a life they chose.
- Excellent communication skills (written, verbal & interpersonal).
- Willingness to learn & reflect on practice.
- Ability to empathise and demonstrate a compassionate approach with a broad cross section of elderly, frail Clients from diverse social, religious & cultural backgrounds.
- Ability to manage time, respond to unexpected events & lead by positive example.
- Willingness to lead & support a team of staff with varying levels of skills & abilities.
- Ability to support change in a team or process & help contribute to a successful transition.
- Commitment to working in accordance with Baptcare values and Code of Conduct.
- Commitment and demonstrated ability to provide high quality centered client/resident care.

Qualifications

Essential:	Current Registered Nurse (APRHA) qualifications
Desirable:	Experience working within Aged care sector or elderly people

Other

Essential	<ul style="list-style-type: none"> • Computer literacy (Microsoft Word & basic Excel) • Satisfactory Police Check • <i>In addition, and if appropriate, Driver's Licence, Nurse Registration, Working with Children Check and/or any other requirement specific to the role</i>
Desirable	N/A

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Part D: Baptcare Expectations of Staff Behaviour

Expectation of behavior

All staff play a key role in shaping and influencing workplace culture. This requires a consistent approach and commitment to the following:

- Treat everybody with respect and dignity and value people for who they are their unique contribution, irrespective of role or level in the organisation
- Accept that I have a key role in representing the team I service to the broader organisation and for positively promoting the organisation to the team and in any external environment
- Be clear and open about decision-making processes, wherever possible providing opportunities for others to be involved in decisions that affect their work. Give new ideas from others a fair hearing and proper consideration. Promote and role model an open, inclusive and collaborative approach
- Take a proactive approach to workplace health, safety and staff wellbeing
- Participate in staff learning and development and recognize the value of ongoing professional and personal development for myself
- Actively encourage feedback from others about how I am going as a team member
- Role model positive behaviours at all times and ensure that I choose my attitude when I come to work
- Always behave ethically and with integrity
- Be engaged and have fun at work

DECLARATION

Essential	My position description has been explained in detail and I understand and accept the accountabilities and authority as outlined.		
Employee	Name:	Signature:	Date: / /
Baptcare representative	Name:	Signature:	Date: / /