

CANDIDATE INFORMATION PACK

NURSE MANAGER
JARRAH HOUSE

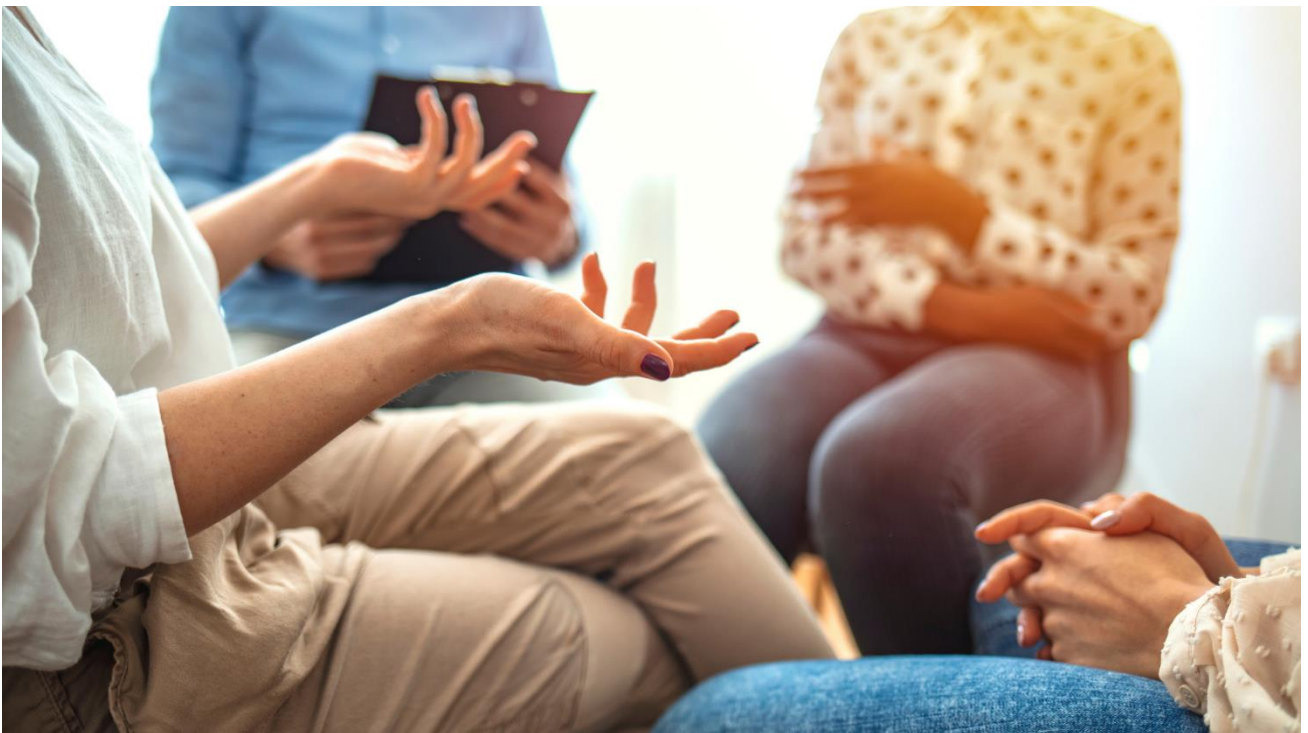


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EXECUTIVE SUMMARY

Jarrah House is an independent non-government organisation and registered charity opened in 1987 to improve services for women with drug and alcohol dependence problems by providing a specialist women's only detoxification unit, which also provided childcare facilities. The service has been operating on the Prince Henry Hospital site at Little Bay since mid-2005. Jarrah House is primarily funded by a combination of Commonwealth and State funding, together with a contribution from clients.

Jarrah House's multidisciplinary team comprises medical, nursing, allied health, counselling, therapeutic childcare and integrated assessment and referral services. The skilled and professional staff have diverse experience and training in substance use disorders, from perspectives that include clinical treatment, mental health, First Nations culture, early childhood, family therapy, women's health, psychology, education (child and adult), and a range of behavioural therapies that provide clients with comprehensive support while in treatment.

The Nurse Manager of Jarrah House, reporting directly to the CEO, is responsible for leading the team of registered nurses to deliver nursing services across a 24 hour/7 day schedule. The Nurse Manager is a key member of the management team and works collaboratively with others to drive achievement of the Jarrah House mission, achieve planned levels of performance, support quality service delivery and to maintain the Jarrah House reputation as a centre of excellence in residential AOD treatment services for women and children. The Nurse Manager also provides management advice to the CEO and management team, and clinical advice to staff and others involved in the design, delivery and evaluation of services, and the governance of Jarrah House.

To be successful in this role the Nurse Manager must have unrestricted registration as a Nurse (Division 1), General, on the AHPRA Register of Practitioners and have, as minimum, a Graduate Diploma in Mental Health Nursing or equivalent experience. They must also have demonstrated successful experience in a managerial role, suitable to the operating context and strong people-management skills. They must also have excellent oral and written communication skills and demonstrated ability to develop skill in others; be values-driven and with a collaborative working style; and have a commitment to comply with the legislative framework applicable to the role.

JARRAH HOUSE

Changing Lives – Saving Futures

In 1984, a conference was held in Sydney to develop strategies for improving services for women with drug and alcohol dependence problems. The conference gave resounding support for the construction of a specialist women's only detoxification unit, which also provided childcare facilities.

As a result, the Women's Alcohol and Drug Advisory Centre (WADAC), trading as Jarrah House, was formed. WADAC, an independent non-government organisation and registered charity, received funding to open Jarrah House in 1987 as part of the National Campaign Against Drug Abuse.

With some State Government funding, WADAC operated Jarrah House from the grounds of Canterbury Hospital for several years. It then moved to the Prince Henry Hospital site at Little Bay. The new Jarrah House centre at was opened in mid-2005.

Jarrah House is now primarily funded by a combination of Commonwealth and State funding, together with a contribution from clients.

Jarrah House's multidisciplinary team comprises medical, nursing, allied health, counselling, therapeutic childcare and integrated assessment and referral services. The skilled and professional staff have diverse experience and training in substance use disorders, from perspectives that include clinical treatment, mental health, First Nations culture, early childhood, family therapy, women's health, psychology, education (child and adult), and a range of behavioural therapies that provide clients with comprehensive support while in treatment.



Mission

Jarrah House’s mission is to promote the empowerment, health and wellbeing of women and children by providing an evidence-based therapeutic residential drug and alcohol treatment service.

The Jarrah House Model of Care is built on the belief that women have the right to choose the ways in which they wish to make the desired changes in their lives.

Vision

Jarrah House’s vision is to be the influential leader and premier provider of drug and alcohol treatment services, providing education and support, and advocating for change for women, children, and the community.

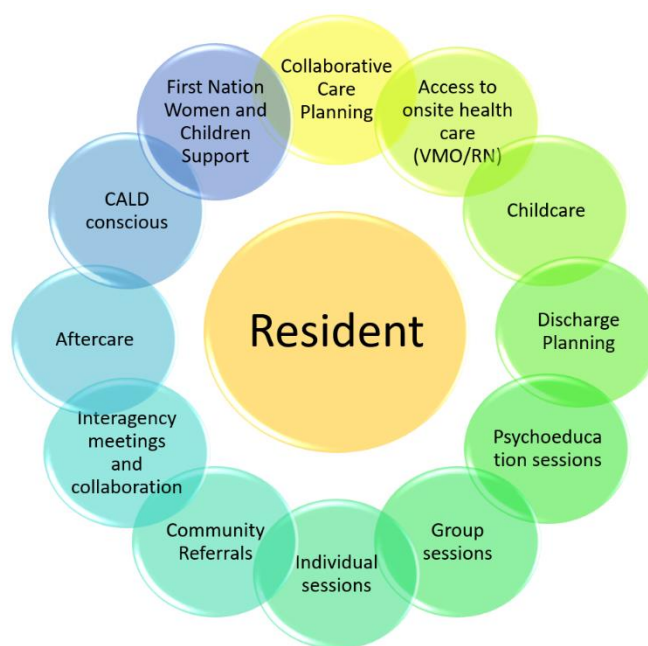
Residential Treatment

Jarrah House is a residential drug and alcohol treatment facility catering for women and their children. The service provides medicated and non-medicated detoxification programs and accept women on opioid treatment programs. Jarrah House’s focus is a 10-week, trauma informed, residential treatment program for women who require the skills to prevent relapse and prepare for in-depth therapeutic work.

Program content is drawn from Dialectical Behaviour Therapy (DBT) and is designed to assist women improve their ability to regulate their emotions, cope with stressful situations, improve interpersonal relationships and formulate a sense of self and identity. Content is delivered through daily psychoeducation sessions and is further reinforced through collaborative care planning sessions, which have a strong focus on improving relapse prevention skills, and through providing women with education on healthy communication styles and effective coping behaviours for difficult life experiences.

With a focus on developing a “life worth living”, there is a strong aim of integrating DBT into all facets of the program. The following programs/activities run alongside Jarrah House’s psychoeducation program:

- Parenting Group
- Weaving



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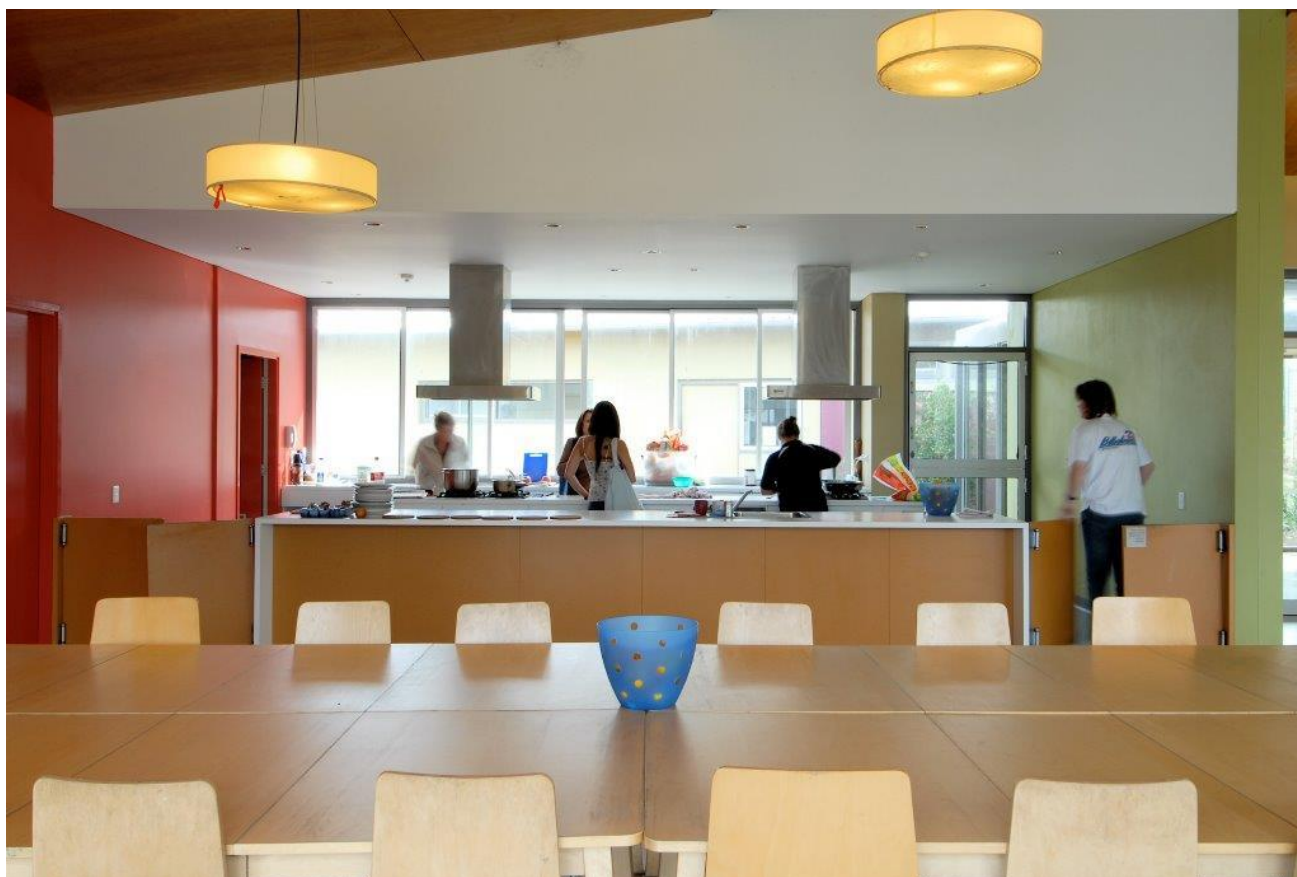
Nurse Manager, Jarrah House



- Neuroscience groups (Addiction and the Brain, Window of Tolerance)
- Yoga
- Art Therapy
- Poetry
- Walks

The Jarrah House program is built on the belief that women have the right to choose the ways in which they wish to make the desired changes in their lives. This translates to the way Jarrah House collaborates with the woman and her support systems to ensure her treatment experience is one which she feels empowered to commit to.

Jarrah House is a voluntary program, however there is an expectation that each resident commits to the values of residential treatment and respectful communal living. Jarrah House is a smoke-free service and is committed to providing an effective and therapeutic residential drug and alcohol treatment service.



NURSE MANAGER

POSITION PURPOSE

The Nurse Manager leads the team of registered nurses to deliver nursing services across a 24 hour/7day schedule. They are a key member of the management team and works collaboratively with others to drive achievement of the Jarrah House mission, achieve planned levels of performance, support quality service delivery and to maintain the Jarrah House reputation as a centre of excellence in residential AOD treatment services for women and children. The Nurse Manager also provides management advice to the CEO and management team, and clinical advice to staff and others involved in the design, delivery and evaluation of services, and the governance of Jarrah House.

KEY DUTIES AND RESPONSIBILITIES

The Nurse Manager is responsible for:

- Leading and managing the provision of nursing services across the Jarrah House services, ensuring that the services provided meet clinical standards and that reporting staff have appropriate, current qualifications and skills to deliver services in a safe and consistent manner.
- Coordinating with the Clinical Nurse Consultant on AOD detoxification and withdrawal treatment matters.
- Coordinating the management of nursing service incidents, and leading risk identification and problem management for nursing services.
- Coordinating the collation and assessment of client complaints and operating as the Privacy Officer for the organisation.
- Liaising with the Manager, Program Design and Evaluation to maintain consistency in program delivery and ensuring that nursing services support the program delivery framework, program standards and objectives.
- Managing admissions into Jarrah House and establishing and maintaining collaborative partnerships with key agencies and organisations, in particular inbound referral organisations and detoxification service providers.
- Ensuring that clinical policies and procedures are current, reflect good practice standards, and meet our legal obligations, and that services operate in accordance with Clinical Care Standards for the AOD sector, professional standards, the Jarrah House Code of Conduct and the law.
- Demonstrating values driven leadership with a commitment to working collaboratively to deliver Jarrah House's mission and achievement of the organisation's longer-term goals and complying with all Jarrah House policies and procedures.

View the complete required skills, experience, and knowledge in the [Position Description](#).

SELECTION CRITERIA

The Nurse Manager will demonstrate skill and knowledge in the following criteria:

1. Demonstrated successful experience in a managerial role, suitable to the operating context
2. Excellent oral and written communication skills, and demonstrated ability to develop skill in others
3. Strong people-management skills
4. Values-driven, collaborative working style
5. Commitment to comply with the legislative framework applicable to the role

QUALIFICATIONS

The incumbent must hold the following:

- Unrestricted registration as a Nurse (Division 1), General, on the AHPRA Register of Practitioners
- Minimum Graduate Diploma in Mental Health Nursing or equivalent experience
- Evidence of occupational assessment screening and vaccination against specified infectious disease
- Valid Driver's licence for a motor vehicle and willingness to drive for work
- Has the right to live and work in Australia
- Criminal Record Check clearance
- Working with Children Check clearance

CHALLENGES

Major challenges currently associated with the role include:

- Balancing the potentially competing clinical, staff development and management priorities in an emotionally challenging context and a dynamic environment
- Making safe, rapid, decisions in high-pressure situations
- Coordinating a 24x7 service in a dynamic environment
- Maintaining a contemporary knowledge of clinical practice relevant to the position

CANDIDATE INFORMATION PACK

Nurse Manager, Jarrah House



REPORTING & KEY RELATIONSHIPS

The Nurse Manager reports directly to the Chief Executive Officer.

Reporting into the Nurse Manager are Jarrah House's nursing staff.

See attached Organisational Chart for more detail.

KEY DATA

Service Location

Jarrah House, Little Bay, NSW

Useful Links

Role Description

[Company Website](#)

Organisation Chart



EMPLOYMENT TERMS & CONDITIONS

REMUNERATION

To be discussed with Consultant

CLASSIFICATION

Nurses Award 2020 (MA000034)

PRE-EMPLOYMENT PROBITY CHECKS

Information on a person's suitability for appointment is obtained for all appointments. Potential appointees will be asked whether there are any reasons why they should not be appointed such as: Information on a person's criminal history and other associated probity checks will be sought from those candidates whose application has progressed to shortlisting for interview.

Applicants unsure about the definition of disclosable criminal convictions or status of any criminal conviction may wish to seek legal advice in responding to the probity check questions. (A 'disclosable' conviction is one that is recorded by the court and has not been rehabilitated or spent under the Criminal Law (Rehabilitation of Offenders) Act 1986 and, in the case of Commonwealth convictions, the Crimes Act 1914 (Commonwealth), and does not breach the confidentiality provisions of the Youth Justice Act 1992.)

HOW TO APPLY

The closing date for applications is **Friday 19 November 2021**

The reference number to include in your application is **H21_3849**

For a confidential discussion, please contact Principal Consultant, Pete Carter:

M: +61 (0)448 729 077

E: pcarter@hardygroupintl.com

Please submit application documentation to Senior Executive Search Coordinator, Anna Brownjohn:

T: +61 (0)409 977 847

E: abrownjohn@hardygroupintl.com

It is standard practice for HardyGroup to acknowledge receipt of your application no later than the next business day. We request that if you do not receive the acknowledgement, you contact the search coordinator listed above as soon as possible after the 24-hour business period and arrange to resend your application if necessary.

Your application must include:

1. [Completed HG Application Form](#)
2. Cover letter addressed to the Principal Consultant;
3. A written response addressing the key selection criteria, found on **page 8**; and
4. An up-to-date copy of your Curriculum Vitae

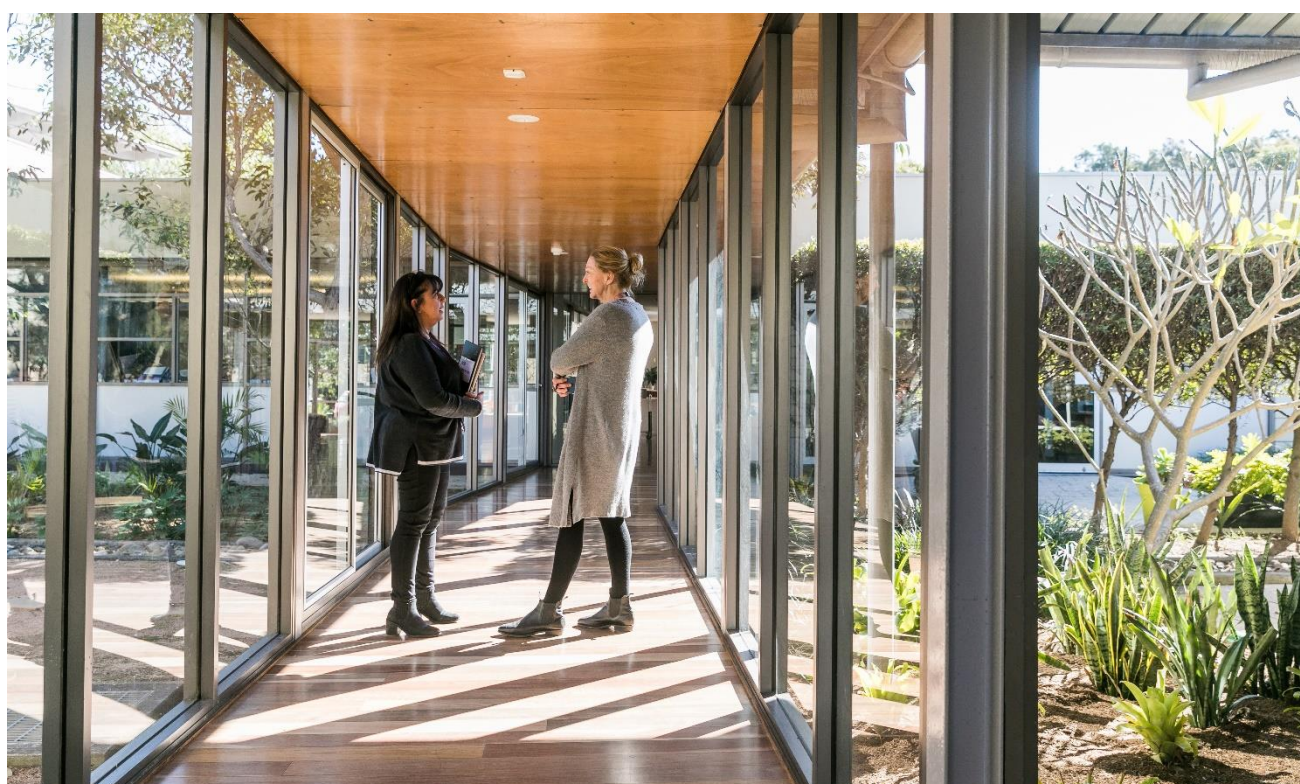
REFEREES

You will need to provide details of three (3) professional referees. To do so, complete the relevant fields in the Candidate Profile. You should carefully consider who you select to approach to provide reference advice. Your current manager must be included. It is customary for referee reports to be requested after interview and if you are the preferred candidate, your permission will be requested prior to contacting your referees.

PERSONAL INFORMATION

HG complies with the Privacy Act 1988 (Cth), all applications are treated by HG in strict confidence, however in submitting an application you are extending permission to share your application with the Selection Panel.

Personal Information will be used to assess your suitability for appointment to this Positions Health Services. As part of the selection process, personal information will be dealt with in accordance with HG's Privacy Policy and the Information Privacy Act 2009.





POSITION DESCRIPTION: Nurse Manager			
Award:	Nurses Award 2010 (MA 000034)	Basis of position:	Permanent Full Time
Award Level/Grade:	Registered Nurse Level 3	Date PD approved:	1 September 2021
Level of role in Jarrah House:	Level 2	Location of work:	1430 Anzac Parade, Little Bay NSW, 2036 – 38 hours
PRIMARY PURPOSE OF THE POSITION			
<p>The Nurse Manager (NM) works collaboratively with others to drive achievement of the Jarrah House mission, planned levels of performance, and leading a team of registered nurses to deliver nursing services across a 24 hour/7day schedule. A key member of the management team, the NM collaborates to support quality service delivery and establish the Jarrah House reputation as a center of excellence in residential AOD treatment services for women and children. The NM also provides management advice to the CEO and management team, and clinical advice to staff and others involved in the design, delivery and evaluation of services, and the governance of Jarrah House.</p>			
KEY ACCOUNTABILITIES			
<ol style="list-style-type: none">1. Lead and manage the provision of nursing services, ensuring that the services provided meet clinical standards and that reporting staff have appropriate, current qualifications and skills to deliver services in a safe and consistent manner. Maintain effective and clinically appropriate systems of work for nursing staff including medication incidents, management of accountable drugs and of client records.2. Coordinate with the Clinical Nurse Consultant on AOD detoxification and withdrawal treatment matters, contributing to the provision of a safe, supportive environment for the detoxification and rehabilitation of clients through effective leadership of reporting staff and the application of good clinical practice.3. Coordinate the management of nursing service incidents, consulting with other senior personnel as relevant. Lead risk identification and problem management for nursing services, collaborating with the Service Governance Team on the management of complex or service-wide matters4. Coordinate the collation and assessment of client complaints, working with the CEO to ensure that complaints are managed comprehensively and in accordance with policy. Operate as the Privacy Officer for the organisation and coordinate the provision of documents under subpoena.5. Liaise with the Manager, Program Design and Evaluation to maintain consistency in program delivery and to close the feedback and improvement loop, ensuring that nursing services support the program delivery framework, program standards and objectives. Manage overall clinical supervision arrangements, and mentoring arrangements for nursing staff.6. Manage assessment documentation for potential clients, working with the Intake Assessment Panel to ensure that resourcing is available for proposed admissions and that an acceptable level of risk and a safe therapeutic environment can be provided for plans. Book clients into Jarrah House, managing room occupancy to maximise the availability of treatment services and in accordance with funding agreements. Establish and maintain collaborative partnerships with key agencies and organisations, in particular inbound referral organisations and detoxification service providers.7. Collaborate to ensure that clinical policies and procedures are current, reflect good practice standards, and meet our legal obligations, consulting with peers, AOD providers and NSW Health to support a philosophy of continuous improvement. Operate in accordance with Clinical Care Standards for the AOD sector, professional standards, the Jarrah House Code of Conduct and the law.8. Demonstrate values driven leadership with a commitment to working collaboratively to deliver Jarrah House's mission and achievement of the organisation's longer-term goals. Comply with all Jarrah House policies and procedures, as implemented, varied or replaced from time to time.			



KEY PERFORMANCE MEASURES (Observable and Measureable)

- Demonstrated commitment to the values of Professionalism, Excellence, Accountability and Respect
- Satisfactory achievement of Work Plan targets
- Clinical incidents reviewed and reported within policy timeframes and notified in accordance with legislative requirements
- Client complaints managed in accordance with policy and timeframes
- Annual Performance and Development reviews undertaken with reporting staff

Challenges

- Balancing the potentially competing clinical, staff development and management priorities in an emotionally challenging context and a dynamic environment
- Making safe, rapid, decisions in high-pressure situations
- Coordinating a 24x7 service in a dynamic environment
- Maintaining a contemporary knowledge of clinical practice relevant to the position

Position dimensions

REPORTS TO:

- CEO

DECISION MAKING:

- Exercises independent clinical judgement to resolve service quality and care issues
- Consults with the Manager, Program Design and Evaluation, on the performance and development of staff
- Delegated authorities as per approved delegation

DIRECT REPORTS:

- Nursing Staff

BUDGET/EXPENDITURE:

- To be reviewed in 2022 budget

Essential Requirements

- Demonstrated successful experience in a managerial role, suitable to the operating context
- Excellent oral and written communication skills, and demonstrated ability to develop skill in others
- Strong people-management skills
- Values-driven, collaborative working style
- Has the right to live and work in Australia
- Criminal Record Check clearance
- Working with Children Check clearance
- Unrestricted registration as a Nurse (Division 1), General, on the AHPRA Register of Practitioners
- Minimum Graduate Diploma in Mental Health Nursing or equivalent experience
- Evidence of occupational assessment screening and vaccination against specified infectious disease
- Commitment to comply with the legislative framework applicable to the role
- Valid Driver's licence for a motor vehicle and willingness to drive for work

I have read the above Position Description and it has been fully explained to me by my manager/supervisor. I understand that I may, on occasion, be required to perform alternative or additional duties within my capability. I clearly understand the role and its expectations.

Position incumbent:

Name _____ Date ____/____/____

Signature _____

Manager

Name _____ Date ____/____/____

Signature _____

