

POSITION DESCRIPTION

Registered Nurse

1. POSITION TITLE Registered Nurse	2. ORGANISATION LOCATION CatholicCare Mayfield	3. PERFORMANCE MANAGER NDIS Program Manager
4. POSITION CATEGORY SCHADS Award	5. CLASSIFICATION Nurses Award Level 3, Pay Point 1	6. POSITION STATUS Part time
7. POSITION SUMMARY The Registered Nurse position will provide direct support to the operations of CatholicCare's Disability and Out of Home Care Services through reviewing and implementing health care needs and plans for the People We Support. The position will also be responsible for providing training and support for staff in all areas of healthcare management, medication administration and epilepsy.		
8. PERSONAL ATTRIBUTES / SELECTION CRITERIA <ul style="list-style-type: none"> • Registered Nurse with APRAH and with minimum of three years experience • Experience in supporting people with complex needs • Experience in providing training and assessment of staff • Excellent time management skills with demonstrated ability to plan and coordinate multiple tasks • Excellent communication, interpersonal and problem solving skills • Experience and an understanding of health related issues for people with disability and children and young people with complex needs • Experience in working in community based settings • Sound knowledge of NSW Disability Services Act, the NSW Disability Service Standards and the NSW Children and Young Persons (care and protection) Act 1998. • A commitment to work within the CatholicCare Mission, Vision and Values. • 		

9. QUALIFICATIONS/LICENCES/VALUES

MANDATORY

- Associates degree in nursing or equivalent.
- APHRA Certificate of registration.
- A high level of motivation and commitment to achieving outcomes.
- Ability and willingness to contribute effectively in a team environment.
- Willingness to participate in further professional development.
- A complete understanding and practice of WHS.
- A commitment in assisting to provide a high quality service for people with disability, their families and carers.
- Current Driver's License
- WWCC

DESIRED / OPTIONAL

- Certificate IV in Training and Assessment
- Qualification in Disability work or welfare

10. ORGANISATIONAL ENVIRONMENT

CatholicCare Social Services Hunter- Manning is a not for profit organisation and a mission and outreach agency of the Catholic Diocese of Maitland-Newcastle. Our services include; child and family services, disability support, mental health services, counselling and refugee services. CatholicCare currently operates across six sites in the Hunter-Manning and we are committed to delivering services in line with our three pillars of Unity, Quality and Sustainability

11. MISSION - VISION - VALUES

Our Mission...

CatholicCare Hunter Manning listens and responds by working together with communities to build a stronger, fairer and kinder society that values children, young people, families and individuals. Through Christ's mission we seek to provide opportunities for people to 'have life and have it to the full'.

Our Vision...

For inclusive, just and strong communities. We nurture, respect and encourage strong relationships where the individuality and strengths of each person are respected, valued and celebrated.

Our Values...

Innovation – we continually challenge ourselves to consider all creative options

Acknowledging – our feelings and actions; we acknowledge our circumstances and choose to respond respectfully; we take responsibility for our behaviour

Learning and improving – we all bring skills and practice knowledge that we share to achieve continuous improvement

Inspiring – we encourage each other to reach our full potential

12. Key Performance Area	Key Tasks	Performance Indicators
1. Professional Practice	<ul style="list-style-type: none"> ▪ Provide direct nursing care and/or individual case management to People with disabilities 	<ul style="list-style-type: none"> ▪ People We Support are provided with a high quality level of health care. ▪ Theoretical knowledge and

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	<ul style="list-style-type: none"> ▪ Provide advice and nursing care to children and young people in OOHC and their carers ▪ Use foundation theoretical knowledge and evidence based guidelines and apply these to a range of activities to achieve agreed outcomes for the People We Support ▪ Participate in nursing research, policy development and continuous quality improvement activities ▪ Provide health education to improve the health outcomes for individual People We Support or groups ▪ Continue personal professional development and seek learning opportunities ▪ Communicate effectively with the NDIS Program Manager and Operations Manager OOHC in relation to program issues or opportunities for improvement ▪ Attend and contribute to care team meetings, supervision meetings, and other relevant meetings as required and use information/feedback to continuously improve work performance ▪ Assist in the delivery of person-centred service according to the objectives of each program ▪ Use a positive behaviour support approach when working with People We Support and follow relevant policy and procedures ▪ Ensure requirements of the Privacy and Personal Information Protection Act (NSW) (1998) are upheld 	<p>evidence based practice is imbedded into all practices.</p> <ul style="list-style-type: none"> ▪ Research and evidence based practice is embedded into all policy and procedures. ▪ People We Support and family/carers receive up to date information and education pertaining to health needs. ▪ Skills and knowledge are updated and relevant and support organisational outcomes. ▪ Management receives timely and accurate information pertaining to health requirements for the service and People We Support. ▪ Staff meetings are well attended with positive contribution to the team. ▪ Service is always reflective of Person Centred and therapeutic practices. ▪ Positive behaviour approach is imbedded into all practices. ▪ The requirements of the Privacy and Personal Information Protection Act (NSW) (1998) are upheld.
2. Service Delivery	<ul style="list-style-type: none"> ▪ Assess individual needs of 	<ul style="list-style-type: none"> ▪ Individual needs of people with

	<p>people with disabilities and children and young people in OOHC; liaise with key health care professionals to assist in ensuring health care needs are identified and actioned early</p> <ul style="list-style-type: none"> ▪ Identify early preventative actions for health concerns that may impact on other associated issues such as behaviour ▪ Liaise, plan and coordinate health related services with key stakeholders in providing a high quality care based on individual need ▪ Review decisions, assessments and recommendations from other health practitioners and liaise with key stakeholders and staff to implement ▪ Assess, review, develop and educate staff on individual health care plans and procedures ▪ Support staff in medication administration, and support quality improvement processes ▪ Ensure staff support and training is adequate to ensure healthcare needs of the People We Support are met ▪ Induct new staff in regards to healthcare planning and support for People We Support ▪ Be aware and sensitive to the needs of people who are from Aboriginal or culturally and linguistically diverse backgrounds and assist with their integration into the service ▪ Assist in the transitioning of People We Support into the Accommodation setting ▪ Establish effective communication with People We Support using whatever means of 	<p>disabilities and children and young people in OOHC are identified and acted on early preventing further complications.</p> <ul style="list-style-type: none"> ▪ Early identification of health concerns or preventative measures will support individual needs and plans such as behaviour support. ▪ All relevant stakeholders are working together to provide a holistic framework of care. ▪ Assessments, recommendations and plans are implemented together to provide a holistic framework of care. ▪ All staff implements individual health care plans and procedures. ▪ Medication administration is closely monitored and any areas of concern addressed immediately, reducing medication incidents. ▪ Training for staff on individual needs and broader health areas is conducted regularly and on an as need basis. ▪ All new staff with CatholicCare Disability and OOHC Services receive health care needs training as part of their induction before commencing work with people we support. ▪ All services are delivered in a culturally sensitive way. ▪ People transitioning into the service have all relevant health plans and information prior to transitioning into their new home with staff well trained. ▪ Communication is reflective and adaptive to individual needs. ▪ Any physical assistance is provided as needed
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	<p>communication is appropriate for each individual and liaise with families and or advocates when required</p> <ul style="list-style-type: none"> ▪ Provide physical assistance as required. This may include: <ul style="list-style-type: none"> a) Assistance with all areas of personal care including feeding, toileting, bathing and grooming b) Transfers/hoisting between toilet, wheelchair, motor vehicle, etc. c) Administering medication or other medical/special procedures where required 	
3. Administration	<ul style="list-style-type: none"> ▪ Accurately complete administrative tasks as required. This may include reading/writing: <ul style="list-style-type: none"> a) PWS progress notes b) Shift reports c) Communication books d) Learning logs/Monthly reports e) WHS/Incident reports f) Medication forms g) Vehicle logs h) Minutes i) Checking emails j) Other required documentation ▪ Maintain a database identifying when health care plans, medication etc requires review or updating. 	<ul style="list-style-type: none"> ▪ All Administrative duties are carried out to a high quality standard and within relevant timeframes. ▪ Database is maintained with all relevant plans and medication updated as required.
4. Compliance	<ul style="list-style-type: none"> ▪ Regularly conduct client file audits and identify any areas of improvement required. ▪ Regularly conduct medication management reviews to ensure compliance ▪ As per CatholicCare policy and procedures ensure all mandatory reporting requirements are adhered to. 	<ul style="list-style-type: none"> ▪ Files audited quarterly ▪ Files are well maintained with up-to-date and accurate documentation included. ▪ Mandatory reporting is completed as per CatholicCare policies and procedures. ▪ Areas of compliance discussed with NDIS Program Manager and Operations Manager OOHC ▪ Disability Services and OOHC Services' are compliant with all legislative requirements.

	<ul style="list-style-type: none"> Ensure all service delivery meets all legislative requirements. 	
5. Work, Health and Safety	<ul style="list-style-type: none"> Be aware of our WHS Management System policies and employee responsibilities in relation to WHS legislation. Participate in WHS training as required. 	<ul style="list-style-type: none"> Has demonstrated knowledge on WH&S requirements, policies and service needs.
6. Confidentiality	<ul style="list-style-type: none"> Maintain absolute confidentiality at all times in relation to the clients and the operation of the service. 	<ul style="list-style-type: none"> Confidentiality is maintained in regards to clients, staff and service operations.

13. KEY RELATIONSHIPS & COMMUNICATIONS

RELATIONSHIP	PURPOSE & FREQUENCY
1. General Operations Manager	Key issues reporting as required
2. NDIS Program Manager	Daily for issues that arise – supporting and reporting, Monthly Supervision
3. Operations Manager OOHC, House Coordinators, Nurse, Clinical Services Team, Quality & Compliance and Administration Assistant	As required to work collaboratively for the best outcomes of our clients
4. Other Stakeholders	As required for successful coordination, referral and communication

14. SIGNIFICANT CHALLENGES

What?	Why?
1. Develop a working knowledge of CatholicCare's Disability and OOHC Services programs with in a fast paced changing environment in particular associated with the national Disability Insurance Scheme (NDIS) and end to end therapeutic care	The social services sector is going through significant change with individualised planning and funding. This has a significant impact on the operations of CatholicCare's Disability and OOHC Services.
2. Working within a fast passed diverse program with competing demands.	Service demands can change rapidly to ensure clients/individual needs are met and service quality is

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maintained.

15. EMPLOYMENT CONDITIONS

All CatholicCare employees are required to participate in performance management, in accordance with our policies and procedures.

In line with our values, all CatholicCare employees are offered appropriate education and development opportunities, some of which may require compulsory attendance.

REMUNERATION

Remuneration will normally consist of:

Base Salary, plus,
9.5% Superannuation

Remuneration packages may vary. Some packages may also include:

Mobile Phone
Laptop

All eligible employees have the option to salary sacrifice their base salary in line with the guidelines of the Australian Tax Office

16. LEGISLATION & CATHOLICCARE POLICY

Staff must:

- Abide by the laws of the Commonwealth of Australia and NSW and the policies of CatholicCare. Any criminal or civil action taken against the occupant must be reported immediately to the Director/HR Manager;
- take reasonable action to familiarise himself / herself with CatholicCare policies and procedures and compliance with WH&S laws and regulations;
- not take advantage of their role in CatholicCare for personal gain;
- take responsibility for their personal safety and the wellbeing of other employees, clients, contractors and other visitors to CatholicCare; and,
- Only make decisions within their delegated responsibilities.

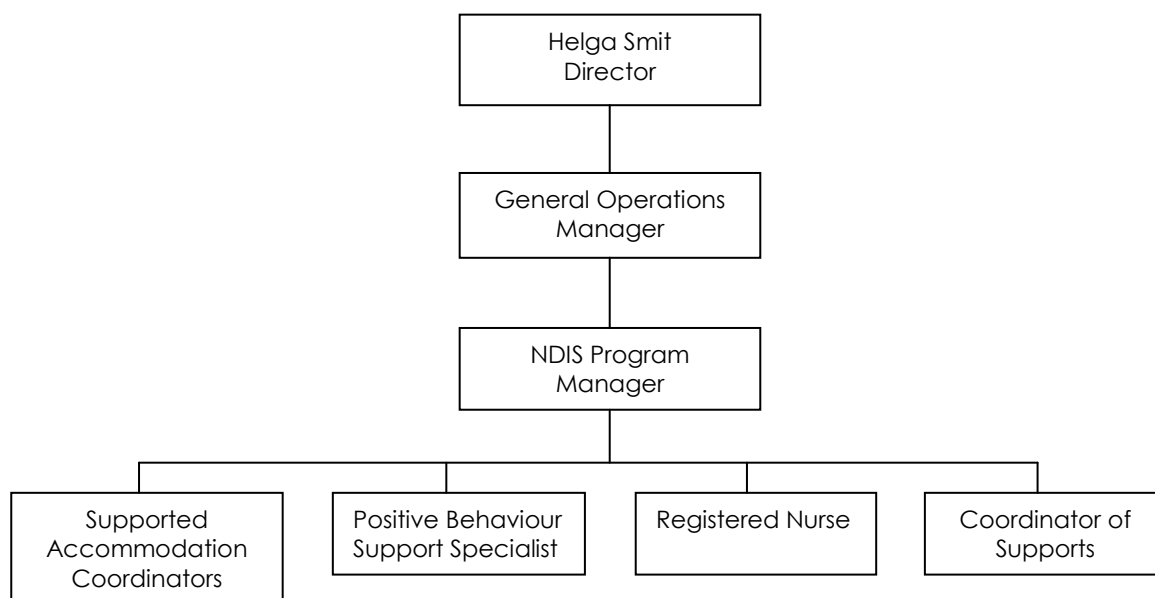
17. EXPECTED EMPLOYEE BEHAVIOUR

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Employees must:

- Display a commitment to the Mission, Vision & Values of CatholicCare
- Work in accordance with the employee code of conduct
- Display respect for themselves and their colleagues
- Have a commitment to teamwork and contribute to the team and organisational performance by seeking ways to continually improve
- Deal with residents/clients in a correct manner
- Attend care team meetings and training when required
- Maintain confidentiality and exercise discretion in relation to all CatholicCare matters and personal information concerning colleagues and residents / clients.

18. ORGANISATIONAL CHART - Main functional links (unbroken) and main relational links (dotted)



P.D Last Reviewed 09/12/2016

Next Review is due on 30/06/2017

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