

Position Description	
POSITION TITLE:	Centre Manager, Lockington & District Bush Nursing Center (LDBNC)
CLASSIFICATION:	Based on qualifications & experience
SALARY & CONDITIONS:	As per 2020 EBA
PERIOD OF EMPLOYMENT:	Full-time or part-time, continuous contract
REPORTS TO:	Board of Management
ORGANISATIONAL CONTEXT:	<p>Our Mission Statement <i>To serve and support the health needs of the Lockington & District Community</i></p> <p>Our Vision <i>A Healthy Community</i></p> <p>Our Values <i>Professional, quality healthcare in a safe, friendly environment</i></p>
KEY SELECTION CRITERIA:	<p>Essential</p> <ul style="list-style-type: none"> • Registered Nurse with high level of interest in Rural and Remote health • Remote Area Nurse qualifications or a commitment to attend annual training. • Current knowledge of healthcare practises and issues with a vision for future service provisions • Highly developed analytical, interpersonal and communication skills • Proven strategic thinking, planning, and strong leadership qualities. • Ability to collaborate and liaise with a variety of service providers, professionals, care givers and stake holders. • Current Motor Vehicle licence, Police check & WWCC <p>Desirable</p> <ul style="list-style-type: none"> • 5 years post graduate experience as Registered Nurse • Business management qualifications of Diploma level or higher or working towards same • Demonstrated recent experience and achievements as a manager in the health industry. • Knowledge of community services and resources • High level of understanding of the National Safety and Quality Health Standards • Demonstrated knowledge of the Victorian State Government Clinical Governance Framework

<p>POSITION PURPOSE Responsible for overseeing and leading staff of the Lockington & District Bush Nursing Centre Inc. (LDBNC) to provide optimal nursing care for our clients</p>	<ul style="list-style-type: none"> • Strategic and operational leadership of the LDBNC including governance and compliance responsibilities. • The operational management of all services provided by the LDBNC. • The development and maintaining of strong links within the community and its representatives. • The applicant should possess the knowledge, skills and experience based upon the following Key Performance Indicators
<p>KEY RESULTS AREA (KRA):</p>	<p>PERFORMANCE INDICATORS</p>
<p>KRA 1 Leadership and Professional Practice Demonstrate practice within the Mission, Vision, and Values of LDBNC</p>	<ul style="list-style-type: none"> • Ensure all clients, carers, visitors, and staff are treated with respect, dignity and courtesy in an environment that is free from harassment and discrimination. • Provide strong and effective strategic and operational leadership to the organisation in line with the LDBNC Strategic Plan and Vision • Demonstrate a commitment to and management of organisational improvement. • Develop and maintain strong relationships with other community organisations, including but not limited to health and wellbeing organisations. • Promote awareness of and adherence to the philosophy, aims, objectives, policies, and procedures of LDBNC • Function in accordance with legislation, conducting practice within a professional & ethical framework to deliver accountable care that protects the rights of individuals or groups. • Act within the standards of care outlined in the emergency guidelines for Remote Area Nurses (RANS) and to work within the guidelines of the Dept. of Health’s “Duty of Care” and “Privacy Principles” rights and responsibilities of LDBNC clients. • Accept accountability for own actions and seek guidance when limited by own expertise. • Ensure that optimal efficiency is achieved, and quality of care is maintained while considering costs and budget implications in relation to work practices relevant to patient care • Promote a person-centred approach encouraging patients and carers to be partners in care planning and decision making. • Promote and support patients, carers, and families to make decisions about Advanced Care Planning
<p>KRA 2 Human Resource Management</p>	<ul style="list-style-type: none"> • Support and maintain effective communication with all staff and convene staff meetings.

<p>Demonstrates application of knowledge to support quality health care, a competent workforce and a satisfying work environment for staff.</p>	<ul style="list-style-type: none"> • Ensure compliance of staff with LDBNC policy and procedures • Promote and maintain an environment of teamwork and professionalism. • Manage and resolve conflict. • Responsible for the recruitment, selection and retention of the staff in conjunction with BOM • Ensure compliance with all LDBNC policies including but not exclusive to <ul style="list-style-type: none"> – Recruitment, staff credentials – Performance management – Privacy, confidentiality, and security – Award entitlements and interpretations • Responsible for: <ul style="list-style-type: none"> - Mandatory education compliance - Leave management. - Completion of Professional Development Plans and Workforce Planning - Planning staff roster considering budget allowances and staff skill minimums and workload
<p>KRA 3 Business Management</p> <p>Demonstrated leadership and application of knowledge to operate within the agreed budget and the organisation’s financial management framework.</p>	<ul style="list-style-type: none"> • Demonstrate an ability to participate in key decision-making processes at an executive level. • Demonstrate skills in analysing services and formulating proposals to take opportunities on executing appropriate solutions to issues and negotiating successful outcomes. • Demonstrate efficient use of resources for service delivery. • Participate in the development of innovative models of healthcare delivery. • Demonstrate knowledge of the financial management framework and budgetary issues • Work within the “Delegations of Authority” consistent with the role • Demonstrate understanding of and adherence to all the relevant external legislation and internal policies and procedures that relate to this position and the centre. • Be responsible for the developing and maintaining of internal policies and procedures relevant to LDBNC. • Responsible for the development and maintenance of the budget process for the LDBNC • Attend monthly Board Meetings and AGM and present relevant reports. • Attend Sub Committee meetings and present relevant documentation
<p>KRA 4 Quality Governance</p> <p>Demonstrates understanding, application of knowledge and implementation of the organisation’s clinical governance</p>	<ul style="list-style-type: none"> • Develop and implement activities identified in the LDBNC’s Annual Quality Plan • Comply with LDBNC’s Risk Management and Clinical Governance frameworks.

<p>framework to ensure the provision of high-quality health care through continuous improvement</p>	<ul style="list-style-type: none"> • Participate in and contribute to quality improvement programs and other facility activities to meet Service / Accreditation Standards • Responsible for ensuring that all staff adhere to quality assurance systems, which promote a philosophy of continuous improvement.
<p>KRA 5 Learning Organisation</p> <p>Demonstrates commitment to personal and professional development and participate as an active member of a team.</p>	<ul style="list-style-type: none"> • Organise the orientation of staff. • Organise, enhance, and support the professional growth and development of staff at the LDBNC. • Maintain and promote awareness of legal and ethical implications of nursing practice. • Maintain currency of knowledge and expertise through attendance and participation in relevant courses, conferences, seminars, and educational opportunities • Participate in the review of one’s own professional development annually, identifying key areas for professional and personal growth.
<p>KRA 6 Information Management</p> <p>Demonstrates knowledge and application of skills to ensure the organisation’s information management goals are met</p>	<ul style="list-style-type: none"> • Demonstrate the ability to operate PC based software packages confidently at level required to fulfil the role. • Maintain accurate and timely documentation. • Demonstrate communication and multimedia skills. • Manage and instigate the LDBNC’s approach to planning, implementation and management of information and communication technology. • Participate in information and data management collection systems to assist in meeting operational and strategic needs of the LDBNC. • Ensure use of e-referral system to provide secure confidential referrals as required.
<p>KRA 7 Organisation Expectations</p> <p>Demonstrates knowledge and understanding of legislation and maintenance of a safe environment for employees, consumers, visitors, and volunteers</p>	<p>Facilities and Equipment</p> <ul style="list-style-type: none"> • Ensure the facilities, equipment, cleanliness standards and safety measures are always adhered to. • Ensure the safe and economical use of all resources both clinically and organisationally. <p>Occupational Health & Safety</p> <ul style="list-style-type: none"> • Perform the role of OHS Officer in a safe manner by adhering to the LDBNC OHS Policies, regulations and agreed safe work procedures. Report immediately any potential hazards and / or incident occurring in the workplace. • Adhere to and manage Infection Control policies and procedures as identified by the LDBNC Infection Control Policy • Adhere to and manage emergency procedures as detailed in the Emergency Procedure Manual • Ensure compliance culture with “No Lift”.

	<ul style="list-style-type: none"> • Ensure Accident / Incidents are appropriately documented in timely manner and preventative action taken, all incidents reported on VHIMS. <p>Equal Employment Opportunity</p> <ul style="list-style-type: none"> • Adhere to LDBNC’s Equal Employment Opportunity policies and practices. <p>Privacy and Confidentiality</p> <ul style="list-style-type: none"> • Ensure that the affairs of LDBNC, its clients, carers and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of the LDBNC.
<p>OTHER RELEVANT INFORMATION:</p>	<p>Probation period The employee understands that their employment may be terminated within the first (6) six months of employment in accordance with the provisions of the Fair Work Act 2009.</p> <p>Police Records Check & WWCC Appointment is subject to satisfactory clearance of the relevant employment checks including a current Police Record Check (within the last (12) twelve months).</p> <p>Personal Development Plan A performance review will occur (3) three months from commencement, then annually taking account of the key roles and responsibilities outlined in this position description.</p> <p>Position Description Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.</p> <ul style="list-style-type: none"> • The Board of Management may alter this Position Description as required. Any such changes will be made in consultation with the affected employee/s. <p>Hours of Work</p> <ul style="list-style-type: none"> • 0830 – 17.00

How to apply

Your application should include:

- A statement addressing each Key Activity demonstrating your ability to meet the objectives of the role.
- General CV/Resume
- Three professional referees.

Applications should be sent to:

The President

Board of Management

Lockington & District Bush Nursing Centre Inc.

P.O. Box 153

Lockington Vic 3563

Email: admin@ldbnc.org.au