



Position Description

Registered Nurse	
Position Code	351
Classification/Grade/Band	Dependant on Service
Reports to	Aged Services Manager
Location	Naroo Hostel
Content Manager Reference	23/16553
Direct Reports	NIL
Budget (Operating and Capital expenditure)	NIL

Overview of Gwydir Shire Council

Located on the Fossickers Way between the New England and North West regions of NSW, the Gwydir Shire encompassing a diverse landscape that is both picturesque and productive. With affordable housing, a strong sense of community and diverse leisure and recreation activities, the Shire offers an idyllic and fulfilling lifestyle. Bingara and Warialda are the main towns in the Shire.

The Gwydir Shire Council prides itself on being an award-winning organisation that supports its community through the provision of high-quality services. Council offers employees a rewarding career that allows staff to make a positive impact in the communities in which they live; and provides exciting opportunities to explore and suture career avenues within the organisation. Council strongly supports a flexible-family work environment.

Gwydir's Vision

Council's vision is to be a recognised leader in Local Government through continuous learning and sustainability. Council embraces this mantra by ensuring all staff have access to training and education, to reach their full potential.

Gwydir's Mission

To ensure that the Council's long-term role is viable and sustainable by meeting the needs of our residents in a responsible and caring way, attract sustainable development while maintaining the traditional rural values, character and culture of our people.

Primary purpose of the position

The Registered Nurse will assist the Manager of Naroo Hostel to drive person centred care and set clinical standards which reflect best practice and assist staff to improve skills and knowledge through leadership and direction. The Registered Nurse, in the absence of the Manager, also takes responsibility for clinical issues within Naroo.

Department and Branch Description

Forming part of the Organisation and Community Services Department, the Naroo and Aged Care Services Branch is responsible for providing aged care services including hostel services, Commonwealth Home Support Program (CHSP) services and community transport.

Key accountabilities

Within the area of responsibility, this role is required to:

- Assist and coordinate resident assessment, review and updating of Care Plans on a three monthly basis for each resident to reflect evidence based practice.
- Initiate an assessment when changes in care needs are identified and changes communicated to staff in a timely and consistent manner.
- Referral to and liaison with allied health professionals and doctors and follow up to ensure staff practice reflects directives
- Ensure changes directed by each residents doctor or allied health professional are implemented as directed and communicated to all relevant staff and health professionals.
- Implement case management assessment and end of life communications with the resident if able and their representatives and this information noted on the residents Care Plan.
- Monitor staff practice to ensure it reflects Care Plan, current policy and regulatory compliance.
- Actively participate in the orientation and coordination of new staff.
- Ensure that the knowledge, skills and abilities of all individual staff are regularly assessed and documented and that opportunities for further development are identified and acted upon.
- Promote information sharing amongst staff to assist in the professional development of all.
- Function in accordance with the Code of Conduct.
- Have a thorough knowledge of and abide by all Naroo Hostel policies and procedures.
- Be Aware of individual responsibilities as an RN in relation to the Work, Health and Safety Act, Infection Control Regulations, Fire, Security and Safety Procedures, Disaster and Emergency Procedures.
- Maintain confidentiality of all residents and staff at Naroo Hostel.
- Participate in regular Staff Development Reviews in consultation with management.
- Demonstrate commitment to continuous improvement and participate in auditing programs.
- Manage the Infection Control surveillance program and ensure that it is practised.
- Work in partnership with the Hostel Manager to ensure quality service delivery.

- Be familiar with accreditation and certification standards.
- Liaise with residents and their families or representatives regarding care resident's needs when required.
- Ensure protective clothing and/or equipment is utilised as required.
- Ensure medication is managed according to Accreditation Standards
- Review incidents and dressings
- Manage immunisation programme (staff & residents)
- Monitor continence aid requirements by residents and implement change as required.

Skills and Abilities

- Work within scope of practice
- Apply advanced clinical knowledge within the aged care setting with a focus on minimising hospital admissions as in relation to the field of practice.
- Provide leadership role in the coordination of evidence based quality care.
- High level communication (written and oral) and interpersonal skills.
- Ability to recognise and work within budgetary constraints in a positive manner.
- Ability to deal with conflict and refer on to the Naroo Manager
- Ability to motivate and lead others to achieve optimal resident outcomes and create a culture of continuous quality improvement.
- Team building and teamwork.
- Organisational and time management skills.
- Ability to work under pressure and meet deadlines.
- Ability to enhance harmony in the workplace and advance the needs of residents.
- Ability to coordinate and assess staff competencies to affect positive resident outcomes.
- Ability to manage change effectively and efficiently.
- Computer literacy

Working Conditions

This position has a degree of manual handling involved including:

- Assisting with moving clients and other objects from time to time
- Pushing and pulling of objects
- Stretching, reaching & bending to achieve allocated tasks
- Periods of repetitive duties

Selection Criteria

Essential

- Current Drivers Licence.
- In-depth knowledge of ACFI assessment, implementation and coordination, or a willingness to learn.
- Good knowledge of Work Health and Safety requirements.
- Compassionate, kind and understanding manner towards residents.
- Good knowledge and understanding of medication.
- An understanding of behavioural changes.
- Excellent communication skills.
- Good understanding of the importance of an accurate and up to date record keeping system.
- Promote a professional image of Gwydir Shire Council and Naroo Hostel to the Community

Desirable

- An understanding of working in an Aged Care facility

Common requirements of the position

- Willingness to have Council conduct a Criminal History Check.
- Agree to undertake a medical assessment by Council's nominated medical practitioner if required and to be medically fit to undertake the full requirements of the position.
- Manage projects in accordance with corporate standards.
- Willingness to work flexible hours to meet the requirements of the position.
- Behaviour in accordance with Council's policies and the Code of Conduct.
- Report environment issues that may become evident when carrying out the position duties.





Qualifications

- Current Nurses Registration APHRA

Capabilities for the position

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <http://capability.lgnsw.org.au>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities

Local Government Capability Framework		
Capability Group	Capability Name	Level
	Manage Self	Intermediate
	Display Resilience and Courage	Intermediate
	Act with Integrity	Intermediate
	Demonstrate Accountability	Intermediate
	Communicate and Engage	Intermediate
	Community and Customer Focus	Adept
	Work Collaboratively	Intermediate
	Influence and Negotiate	Foundational
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Create and Innovate	Intermediate
	Deliver Results	Intermediate
	Finance	Intermediate
	Assets and Tools	Foundational
	Technology and Information	Adept
	Procurement and Contracts	Foundational

Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Act with Integrity	Intermediate	<ul style="list-style-type: none"> • Maintains confidentiality of customer and organisational information • Is open, honest and consistent in words and behaviour • Takes steps to clarify ethical issues and seeks advice when unsure what to do • Helps others to understand their obligations to follow the code of conduct,

Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
		<p>legislation and policies.</p> <ul style="list-style-type: none"> Recognises and reports inappropriate behaviour, misconduct and perceived conflicts of interest
<p>Personal Attributes Demonstrate Accountability</p>	Intermediate	<ul style="list-style-type: none"> Follows through reliably and openly takes responsibility for own actions Understands delegations and acts within authority level Is vigilant about the use of safe work practices by self and others Is alert to risks in the workplace and raises them to the appropriate level
<p>Relationships Community and Customer Focus</p>	Adept	<ul style="list-style-type: none"> Demonstrates a sound understanding of the interests and needs of customers and the community Takes responsibility for delivering quality customer focused services Listens to customer and community needs and ensures responsiveness Builds relationships with customers and identifies improvements to services Finds opportunities to work with internal and external stakeholders to implement improvements to customer services
<p>Relationships Work Collaboratively</p>	Intermediate	<ul style="list-style-type: none"> Encourages an inclusive, supportive and co-operative team environment Shares information and learning within and across teams Works well with other teams on shared problems and initiatives Looks out for the wellbeing of team members and other colleagues Encourages input from people with different experiences, perspectives and beliefs Shows sensitivity to others' workloads and challenges when asking for input and contributions
<p>Resources Technology and Information</p>	Adept	<ul style="list-style-type: none"> Selects appropriate technologies for projects and tasks Identifies ways to leverage the value of technology to achieve outcomes Ensures team understands their obligations to use technology appropriately Ensures team understands obligations to comply with records, information and knowledge management requirements

Prepared By	Human Resource Officer
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