

HEALTH  
RECRUITMENT  
SPECIALISTS

# Nurse Unit Manager of Residential Aged Care – Barrabill House



July 2017

PO Box 83 Ocean Grove Victoria 3226  
[hrsa@hrsa.com.au](mailto:hrsa@hrsa.com.au)  
[www.hrsa.com.au](http://www.hrsa.com.au)

# Background

## **Our Vision**

To be known for quality, integrated community health services that meet the changing community needs.

## **Our commitment to achieving this Vision**

Understanding our community

Supporting a health community by engaging and informing the community in decisions and information about their health.

Responsive services

Providing local access to quality health services that improve health outcomes.

Building partnerships

Developing respectful partnerships that enhance the work of the organisation.

Investing in our workforce

Supporting our staff to provide consistent best care for our community.

Being sustainable

Ensuring that our organisational resources are well managed to provide services into the future.

# Health Service Overview

Seymour Health comprises:

- 30 bed public facility which provides public and private acute medical and surgical care, renal dialysis, urgent care, day procedures and palliative care

- 30 bed high care aged residential care facility

- Community services, including District Nursing, Planned Activity Group

- Sub-Acute Ambulatory Services including Occupational Therapy, Physiotherapy, Podiatry, Cardiac and Pulmonary Rehabilitation, Welfare, Exercise groups, Hospital Admission Risk Program (HARP), Dietician and Diabetes Education

- Cancer services

- Support services including administration, food, hotel and maintenance services

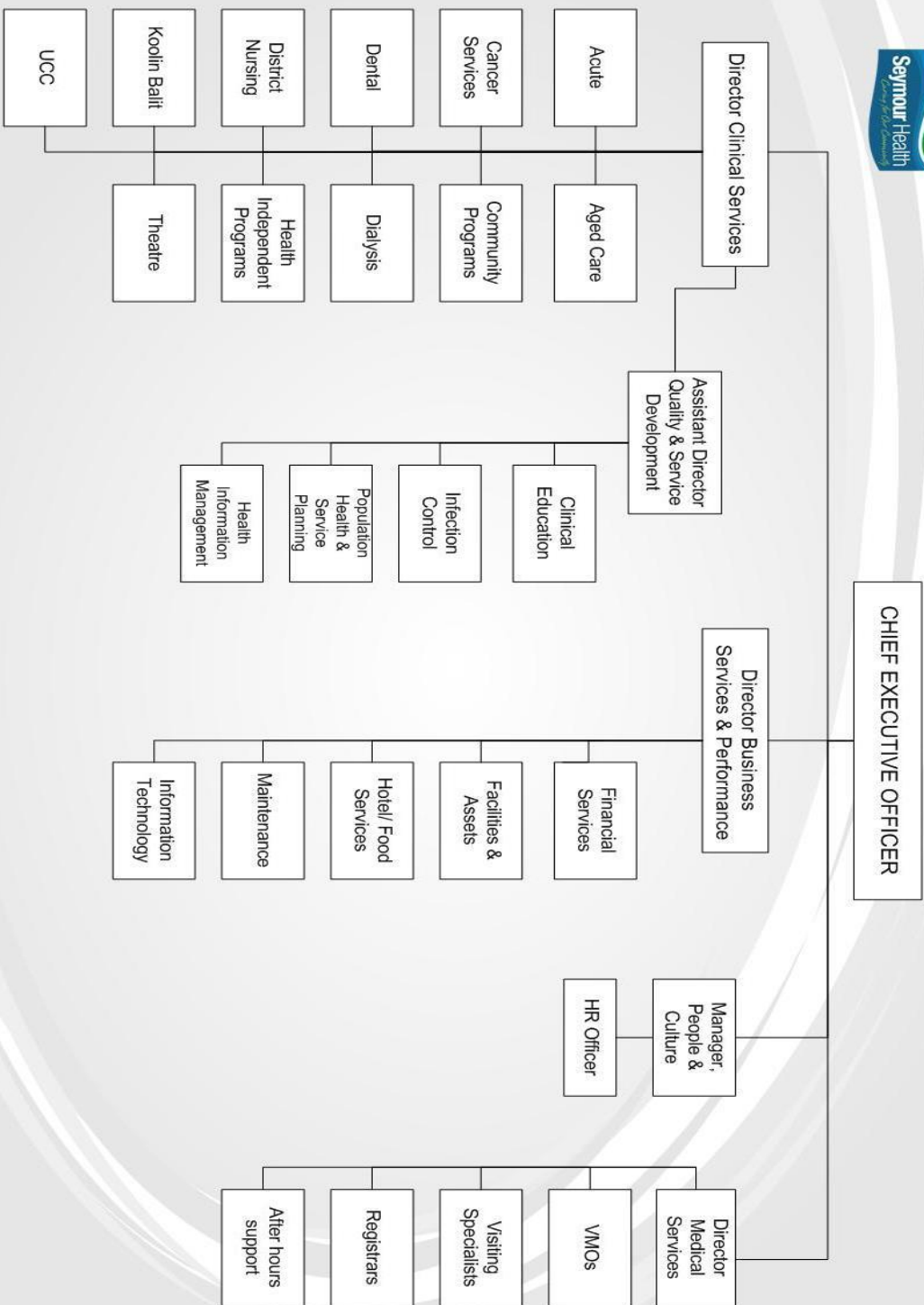
- Private pathology and medical imaging services are available on site

- Visiting Specialists and local General Practitioners provide the medical services

# Organisation Structure



## SEYMOUR HEALTH – ORGANISATIONAL STRUCTURE



# The Role

The purpose of the Nurse Unit Manager role of Barrabill House is to:

- Ensure the residents receive optimum care in a respectful environment
- Provide leadership to all staff and enable them to perform their roles to the best of their ability within legislative requirements and a positive staff culture achieving and upholding Seymour Health's Mission, Vision and Values
- Demonstrate wise stewardship of fiscal resources and maximise funding opportunities (via Aged Care Funding Instrument)

# Key Responsibilities

- Provide leadership of a multidisciplinary clinical team to provide safe, quality, consumer directed services in residential care.
- Enable and monitor the delivery of best practice clinical and holistic care to residents.
- Foster a positive and progressive staff culture that inspires innovation and generates high levels of staff satisfaction.
- Build relationships with resident's families / representatives and involve them in life at Barrabill House.
- Manage the Barrabill House resident waiting list.
- Ensure accurate, timely recording and reporting of Aged Care Funding Instrument (ACFI) documentation that maximises funding opportunities.
- Ongoing compliance with Residential Aged Care Standards and a commitment to continuous improvement.
- Manage staff rosters to ensure appropriate staff skill-mix and resources are maintained.
- Work in collaboration with internal stakeholders to monitor and manage recruitment, retention and rostering practices.
- Participate in the organisation-wide Continuous Quality Improvement program, including incident reporting and investigation, clinical governance and risk management.
- Ensure the safety of yourself and others in line with the organisations WHS policies and procedure and the Workplace Health and Safety Act 2011.

# Key Selection Criteria

## Essential:

- APHRA Registration as a Registered Nurse
- An approved Bachelor of Nursing or an approved qualification and/ or experience as a Registered Nurse to enable AHPRA registration to be maintained.
- Proven skills and knowledge to undertake specific tasks at management level and within their delegated responsibilities and duties.
- Demonstrated broad understanding of professional standards and issues in nursing and the health care system.
- Demonstrated knowledge of relevant legislation including the Nurses Act, Aged Care Act, Drugs, Poisons and Controlled Substances Act, Health Services Act , OH&S
- Demonstrated understanding of Residential Aged Care Accreditation, continuous quality improvement and risk management.
- Well-developed clinical, analytical and problem solving skills
- Excellent communication, leadership and interpersonal skills
- Sound computer skills
- Satisfactory Current National Police Certificate

## Desirable

- Aged Care senior nursing experience
- Nurse Unit management experience
- Post graduate qualifications in gerontology and/or management, or working towards same

# Remuneration

Remuneration is consistent with the Nurses and Midwives (Victorian Public Health Sector) Enterprise Agreement 2016-2020

Classification: Nurse Unit Manager – Year level is dependent upon experience.

• Remuneration benefits include:

- Salary
- Superannuation 9.5%
- Generous salary packaging benefits

## Closing Date:

August 20, 2017

## Contact:

Ms Jo Lowday – 0400158155

[hrsa@hrsa.com.au](mailto:hrsa@hrsa.com.au)

To make an application you will be required to submit:

- A cover letter
- A separate response to the KSC
- Your full CV
- A completed HRS application form available on the HRS website