

**Position Description**

<b>Position:</b>	<b>CHIEF EXECUTIVE OFFICER</b>
<b>Award:</b>	Contract of Employment (3 years)
<b>Department:</b>	Executive
<b>Reports to:</b>	Board of Management
<b>Direct reports:</b>	Director of Nursing Care Operations Manager Finance Manager
<b>Service Profile</b>	<p>Echuca Community for the Aged (Echuca Benevolent Society Inc) is a not for profit organisation which operates a ninety two bed residential care facility, Wharparilla Lodge; also Illoura Village, which consists of twenty five independent living units and Cunningham Downs Village that consists of fourteen assisted living units and ninety five independent living units.</p> <p>Echuca Community for the Aged (ECA) provides first-class residential aged care and independent living for elderly members of the Echuca Moama community and broader Campaspe and Murray shires, enabling them to continue leading dignified and independent lives, in close proximity to family and friends.</p> <p>ECA is a community-based, not-for-profit organisation that has been serving the region since 1878.</p> <p>We are local people caring for our own in a warm and welcoming environment that is nurturing, safe and secure. Through our holistic approach to ageing well and ageing in place, those in our care live full and vibrant lives with a strong connection to loved ones, and a sense of freedom, independence, privacy, fun and friendship.</p> <p>Our experience and qualified team of professional staff play a fundamental role in enriching the lives of all residents - holding respect, compassion, empathy and integrity as their cornerstones of care. We are proud to be a local leader in aged care.</p>
<b>Position Summary:</b>	<p>The Chief Executive Officer is required to have an advanced knowledge of business procedures and the ability to demonstrate a sound knowledge base in the application of knowledge to practice. The CEO is a coordinator and must have excellent communication skills. He/She will be required to have a close working relationship with the Board of Management and implement and comply with all relevant policies approved by the Board of Management. He/She will be required to liaise with other Residential Aged Care services regarding the service needs of the elderly and frail, develop appropriate services to meet the identified needs and to promote and develop the management of the service.</p> <p>Ideally, the CEO will have, or be working toward, tertiary qualifications preferably in management. He/she will be aware of the physical and budgetary constraints of the organisation as a whole and oversee the Director of Nursing Care in working within these constraints. The professional development of staff within the Organisation will also be a priority. He/She will be committed to teamwork and</p>

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	<p>act as a mentor and role model for staff.</p> <p>The Chief Executive Officer has the responsibility of ensuring that the day-to-day business practices of the organisation are in line with the objectives and philosophies of Echuca Community for the Aged. The CEO has the responsibility of marketing, managing and maintenance of the businesses ILU's in line with board policies.</p> <p>The Chief Executive Officer also has the responsibility of administering the objectives and strategies of the organisation's Strategic Plan.</p> <p>The position also is responsible for Maintenance Service, external contracts and Grounds etc.</p>
<p><b>Responsibilities:</b></p>	<p><b>Professional/Ethical Practice</b></p> <p><i>Demonstrates a satisfactory knowledge base for business practice</i></p> <ul style="list-style-type: none"> <li>a) Identify realistic outcomes and targets for the business operation each year.</li> <li>b) Management and administrative systems are reviewed on an ongoing basis.</li> <li>c) Financial transactions are authorised or delegated in accordance with established policies and procedures.</li> <li>d) Financial planning is carried out with appropriate staff, Board members, bankers and relevant others.</li> <li>e) General and loan accounts are supervised and monitored in consultation with bankers as per board policies.</li> <li>f) Identify sources of public and/or government funding which may be obtained for the benefit of the Organisation.</li> </ul> <p><i>Accountability for Practice</i></p> <ul style="list-style-type: none"> <li>a) Accepts full responsibility for own actions and omissions.</li> <li>b) Makes informed decisions regarding business issues on a consistent basis.</li> </ul> <p><i>Functions in accordance with legislation &amp; common law affecting business practice.</i></p> <ul style="list-style-type: none"> <li>a) Financial practice complies with established accounting principles.</li> <li>b) Ensure the organisation is abiding by all State and Federal legislation that affects business operation and care delivery.</li> <li>c) Changing legal and statutory requirements are monitored and compliance ensured.</li> <li>d) Reporting requirements are followed by self and delegated staff.</li> <li>e) Required time frames are met by self and delegated staff.</li> <li>f) Ensure that the Board of Management is aware of and pays due regard to relevant legislation and is kept advised of current industry trends and best practice.</li> </ul>

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*Conducts business practice in a way that can be ethically justified*

- a) Strict confidentiality is maintained at all times - discussions regarding residents are only carried out with the relevant members of the organisation, and these discussions are only carried out in locations not open to the general public.
- b) Has the ability to identify situations that have ethical implications for self and the organisation.
- c) Accepts the allocation of residents regardless of race, culture, religion, gender, age, sexual preference, physical or mental status.
- d) Respects and identifies the rights of residents and families
- e) Responds appropriately to instances of unprofessional conduct from any member of the organisational staff.

**Reflective Practice**

*Recognises own abilities and level of professional competence*

- a) Constantly reviews his\her own level of competence in relation to work allocation.
- b) Priorities and time frames are set
- c) Currency of skills and competencies are monitored and maintained

*Acts to enhance the professional development of others and self*

- a) Provides evidence of continuing education through tertiary studies and/or regular education sessions.
- b) Feedback is obtained by participation in formal performance appraisals with the Board of Management.
- c) Guidance is provided to less experienced staff in clinical decision-making
- d) Acts as a positive role model to less experienced staff.
- d) Participates in and provides in-service sessions on a regular basis
- e) Ensures that the direction of the organisation is assisted by the personnel employed to achieve those directions.
- f) Staff development and training policies and procedures are determined and monitored in consultation with relevant others.

**Teamwork**

*Collaborates with the health care team*

- a) Establishes and maintains an effective and cooperative working relationship with colleagues in the organisation
- b) Supports and works towards maintaining a team environment
- c) Creates a supportive environment for members of the organisation
- d) Attempts to resolve situations which threaten the integrity of colleagues

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- and team members
- e) Provides support to other staff members following conflict or stressful situations
- f) Maintains a good rapport with the Director of Nursing Care

**Leadership/Management**

*Demonstrates managerial skills relevant to the business area*

- a) Management outcomes and methods are monitored through meetings, consultation and oversight of outcomes
- b) Supervise, manage and co-ordinate senior staff to ensure that the aims and aspirations of the organisation are met for all parties and stake holders
- c) Monitors the movement of the budgets developed in conjunction with the Board of Management and reports on variances
- d) Required documentation is prepared by self or relevant others
- e) Responsibilities for preparation and presentation of Board documents (minutes, Agenda's, etc.) are delegated where required
- f) Documentation is checked and issues are clarified.
- g) Policies and procedures related to financial and health planning and control are developed, monitored and adjusted in consultation with relevant others
- h) Manages all staff entitlements as per the Enterprise Bargaining Agreement.

*Representation and Promotion of the Organisation*

- a) The interest of the organisation and associated units are identified and monitored
- b) Issues requiring lobbying are identified and clarified
- c) Lobbying outcomes are monitored and followed up where required
- d) Represent and promote the interests of the facility and related units both internally/externally.
- e) Relevant external activities are identified.

**Delivery of quality and safe services**

- a) Plan ECA's ongoing role in light of changing and emerging health care needs and legislation and review the Strategic Plan on at least a triennial basis.
- b) Manage the provision of health services as per the Strategic Plan and directions set by the Board of Management.
- c) Develop and implement policies in keeping with the ECA's vision, core values, statutory and regulatory requirements.
- d) Implement appropriate systems that ensure quality and safety are practiced and all accreditation requirements are achieved.

**General**

- a) Oversee the current capital works projects and develop proposals for

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	<p>future capital expenditure needs of ECA.</p> <p>b) Ensure the development and implementation of annual Business Plans to achieve the Strategic Plan.</p> <p>c) Introduce technology which can improve customer service, productivity and efficiency.</p> <p>d) Maintain active participation in relevant professional and industry associations; undertaking professional development activities as appropriate.</p>
<b>Key Selection Criteria</b>	<p><b>KSC 1</b> A demonstrated experience and qualifications in office administration and financial management, preferably in a Medical/Aged Care centre or similar health related service.</p> <p><b>KSC 2</b> Good written and verbal communication and interpersonal skills.</p> <p><b>KSC 3</b> A willingness to work in a fluid multi-skilled environment and be an effective team leader.</p> <p><b>KSC 4</b> Proven organisational skills.</p> <p><b>KSC 5</b> Good knowledge of Aged Care regulatory requirements.</p> <p><b>KSC 6</b> Possess vision with the necessary practical skills to aid and assist the Society in developing future strategic directions including property management and property development.</p>
<b>Infection Control:</b>	<ul style="list-style-type: none"> <li>• Each staff member has a responsibility to minimize exposure to incidents of infection/cross infection of clients, residents, staff, visitors and the general public.</li> <li>• The risk minimization strategies are to be supported by all staff adhering to the Infection Control Manual policies, protocols, procedures and guidelines.</li> </ul>
<b>Continuous Quality Improvement:</b>	<ul style="list-style-type: none"> <li>• Each staff member is expected to demonstrate a commitment to best practice.</li> <li>• All staff shall take responsibility for their own practice and share responsibility for creating and maintaining a system that provides safe, high quality health care.</li> <li>• All staff will participate in quality improvement activities aimed at improving patient outcomes and maintaining accreditation standards.</li> <li>• It is the responsibility of every staff member to be familiar with the organisations' Policies &amp; Protocols.</li> </ul>
<b>Privacy and Confidentiality:</b>	<p>ECA is committed to protecting resident, client and staff privacy and confidentiality, as it is an important aspect of our commitment to providing high quality services. In accordance with the Information Privacy Act, information should only be used and disclosed for the primary purpose of its collection.</p> <p>Each employee has a responsibility to adhere to ECA's Privacy and Confidentiality Policy, as it is a condition of employment. Any breach of the rules of privacy and/or confidentiality relating to health service business, patients or medical records will result in disciplinary action.</p>



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<b>Review:</b>	An initial review will be undertaken within the first six months and then on a yearly basis.
<b>Date Written</b>	July 2019
<b>Reviewed:</b>	
<b>Employees Name:</b>	
<b>Employees Signature:</b>	
<b>Managers Name:</b>	
<b>Managers Signature:</b>	