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Position Description:
Registered Nurse Gr 3A

Position title	Registered Nurse Gr 3A
Job type	Part Time
Hours of work	72.5 hours per fortnight (Mon – Fri pm shift)
Reports to	Gr 5 Nurse in Charge and Director of Care Residential
Location	Cultura Residential Aged Care – 100 Wedell Road, North Geelong
Department	Residential
Direct reports	Care Staff in two houses
Budget	N/A
Agreement/Award	Multicultural Aged Care Services Geelong INC Enterprise Agreement 2022 Registered Nurse Grade 3A
PD date	September 2024

Cultura

Cultura is the new organisation resulting from the merger of Geelong Ethnic Communities Council (trading as Diversitat) and Multicultural Aged Care Services Geelong (MACS).

Our Purpose: Provide innovative services to support, care for and celebrate culturally diverse individuals through their life journey

Our Vision: Empowering diverse individuals and communities to reach their full potential

Our Values: Inclusion Integrity Sustainability Kindness

MACS and Diversitat have been serving the Geelong community for more than 40 years with a focus on our multicultural communities. As the new entity, Cultura operates across various sites delivering a range of services including residential aged care, home care and aged support services, settlement, training and education, financial counselling and disability support. We also operate a range of social enterprises including The Pulse community radio and various community events including the popular Pako Festa.

Our aim is to empower individuals and communities to reach their full potential and we aspire to provide an innovative and high-quality response to the changing needs of a culturally diverse community. Every day we act and behave according to our values, with our communities, clients, residents and consumers, and with each other. These values are a key part of our identity and are what brings us to work together successfully.

Cultura has around 400 staff, 300 volunteers and an annual operating budget of \$34 million.

Position summary

The Registered Nurse Grade 3A (Assistant Charge Nurse) is the Registered Nurse who has shift responsibility for provision of high quality clinical and personal care for permanent and respite residents in their allocated work area.

Resident care and comfort are the focus of this position, facilitated through day-to-day nursing, personal care, liaison with families and visitors, medical and allied services, volunteers, managers and other staff throughout Residential and with other services.

The Registered Nurse Grade 3A (Assistant Charge Nurse) is responsible to the Nurse in Charge Gr 5 during shifts and reports through to Director of Care Residential.

Duties

Residential care

- Liaise with relevant Residential care staff, medical, allied health, hospital and other specialist health practitioners to ensure Residential aged care residents receive high level clinical care.
- Ensure regular direct care handovers from shift-to-shift for registered nurses, enrolled nurses and personal carers convey essential information, are concise and comprehensive, and that information is shared in a professional manner on a need-to-know basis, respecting resident confidentiality at all times.
- Ensure all residents receive person-centred care appropriate to their individually assessed needs and according to client/family choices, in the least restrictive environment.
- Ensure individualised assessments for all new residents, including respite residents, are completed according to written guidelines/checklists and meet the current Australian National Aged Care Classification (AN – ACC)
- Ensure individualised care plans for all residents are documented fully and updated according to written guidelines/checklists.
- Undertake, or supervise others to undertake, clinical care for individual residents as required, including complex wound care, pain management, behaviour management, end-of-life care and other clinical procedures as may be necessary from time-to-time.
- Ensure adherence to procedures in medication management for residents including pharmacy liaison, drug checking, dangerous drugs storage and recording, medication administration, and reporting any adverse drug reactions.

Leadership

- Take responsibility for the shift leadership and management of a harmonious direct care team, demonstrating clear understanding of the human rights of residents and staff, and Cultural sensitivity, and being sufficiently flexible to meet unforeseen circumstances, including provision of spontaneous positive experiences for residents.
- Demonstrate clear, unambiguous communication within the direct care team, with all other Residential care staff, with residents, with family members and with others in contact with Residential face-to-face, via the telephone and electronically
- Work within relevant current legislation relating to Cultura workplace (including but not being restricted to Commonwealth Aged Care Act 1997, Victorian Drugs, Poisons and Controlled Substances Act 1981, Victorian Occupational Health and Safety Act 2004).
- Supervision of all care Staff in allocated houses including Registered nurses, enrolled nurses and personal care staff and ensure each one operates in Cultura's workplace within their scope of practice and level of competence.

- Be responsible for ensuring any incident and/or complaint, including a report that could be interpreted as elder abuse, is clearly documented and the appropriate authority notified either: on the shift the event occurs, or if reported later on the shift the report is received.
- Conduct formal processes and procedures at times designated in Cultura's policies and procedures, to maximise health and safety of residents and staff, for example, in case of infection outbreak and/or heatwave, and in relation to occupational health and safety guidelines.
- Ensure that staff grievances or complaints are escalated to the RN in Charge of shift, NUCC or Director of Care.
- Contribute to the on-going maintenance and upgrading of direct care staff skills and knowledge by role-modelling clinical competence and sensitive resident care.
- Identify any essential skill, knowledge and/or competency gaps in direct care team members and, liaising with Cultura's Learning and Development team, provide/initiate on-the-job training and competency testing to address these gaps.
- Contribute to the formal performance management of direct care staff supervised.

Work with all direct care staff to ensure residents and family members:

- have the opportunity to experience Residential aged care as a warm and welcoming home in which they can relax, and where they know their Cultural beliefs and practices are respected and they are free from discrimination;
- have the confidence in Residential aged care nursing and personal care staff to provide high quality clinical care, and
- will report to Cultura when there is a situation/event that is of concern or does not reflect the organisation's intended high care and service standards.

Qualifications and experience

Essential

- Hold a Bachelor of Nursing
- Current Registered Nurse with Australian Health Practitioners Regulation Agency
- Current first aid and CPR Certificate
- 3 dose Covid vaccination
- NDIS Worker Screening Clearance Check and completion of mandatory Worker Orientation Module 'Quality, Safety and You'
- More than 12 months experience as a Registered Nurse
- Have recent experience of, demonstrated expertise in, and awareness of, contemporary issues in aged care practice, care, and quality service management.
- Have demonstrated expertise in management of nursing/care staff within an aged care setting.
- Demonstrate clear verbal and written communication skills
- Demonstrate high level computer literacy including: keyboard skills; ability to operate software as required – including care management system; ability to use the internet effectively.

Desirable

- Languages other than English will be highly regarded
- Have an understanding of the migrant experience, with empathy and sensitivity to the needs of the elderly from different cultural backgrounds.

Other Terms and Conditions of Employment:

- Staff will comply with Cultura OHS policies and procedures including the requirement to take reasonable care for their own health and safety and that of other people who may be affected by their conduct. Workplace incidents and injuries are to be reported to a nominated OHS representative and staff are encouraged to raise health and safety concerns in accordance with policy and procedure.
- Employment is subject to the satisfactory completion of background checks that are required for the position. This could include a Police Record Check, NDIS Worker Screening Check, Victorian Employee Working with Children's Check, Work Rights Check, Medical Check and providing evidence of sufficient COVID 19 vaccinations. Cultura will pay for the costs associated with Police Record Check, NDIS Worker Screening Check, Victorian Employee Working with Children's Check and Medical Check.
- Staff are responsible and will be held accountable for their continuing compliance with our Mandatory Reporting – Child Protection policy. It is expected that staff will maintain contemporary knowledge of the policy and enact the policy at all times. Staff have a responsibility to raise any concerns they have about child safety to their direct manager or a senior manager immediately.

Child Safety

Cultura is committed to the safety and wellbeing of all children and young people. Cultura has zero tolerance for child abuse. Cultura is committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard. Particular attention will be paid to the cultural safety of Aboriginal children and children from culturally and linguistically diverse backgrounds, children who identify as part of the LGBTI Community as well as the safety of children with a disability. Every person involved at Cultura has a responsibility to understand the important and specific role they play individually and collectively to ensure the wellbeing and safety of all children and young people.

Inclusion and Diversity

Cultura is committed to supporting Indigenous Australians, culturally diverse candidates and candidates with a disability gain employment and develop their careers with us. If you would like further information about this role, please feel free to contact us. We encourage you to apply.

Expected Behaviors

- acts in accordance with the Cultura code of conduct, and is committed to the Cultura vision, purpose and values;
- acts in accordance with health and safety policy and management system;
- actively promotes inclusion and diversity, and is not discriminatory against sex or sexual orientation, colour, race, ethnicity or national origins, age, religious or ethical beliefs, disabilities, political views, illness, marital status or family responsibilities;
- demonstrates a customer focus by prioritising the needs and outcomes of internal and external customers;
- acts in a manner consistent with Cultura policies, including by valuing diversity, inclusion, equal opportunity, privacy and confidentiality;
- demonstrates teamwork and collaboration and positively contributes to group activities;
- acts with agility, leading to innovation and continuous improvement;
- successfully completes all mandatory training in a timely manner, to support the delivery of high quality, safe and effective service delivery;

- provides evidence of relevant immunisation status, such as serological immunity or vaccination history, as required for the inherent requirements of the role;
- performs duties within scope of practice for the role, and according to the applicable credentials including qualifications, registrations and professional competencies;
- maintains current and valid credentials in accordance with relevant legislation and industry requirements.

Acceptance of offer

I understand the role, responsibilities and outcomes required to successfully meet the requirements of this position and I accept this Position Description.

Name	
Signature	
Date:	

Please return a signed copy of this Position Description to People and Culture, prior to commencing the role.

