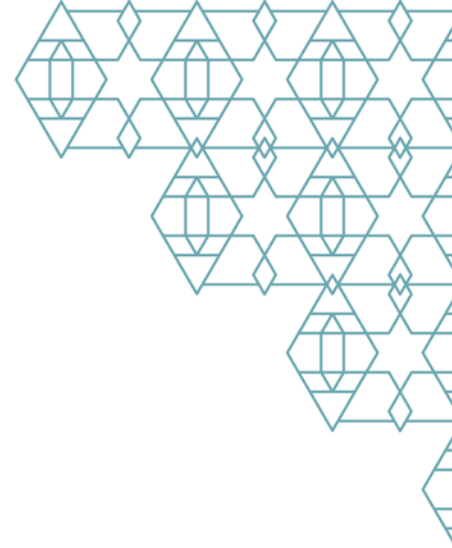




**Emmy Monash**  
Aged Care



## Endorsed Enrolled Nurse Team Leader

- **Community based not-for-profit aged care provider**
- **Modern facilities based in Caulfield North**
- **Great team environment and culture**

Applications are invited from experienced Endorsed Enrolled Nurses for the role of Endorsed Enrolled Nurse Team Leader to work permanent Saturday and Sunday shifts and to relieve existing Endorsed Enrolled Nurse Team Leaders when they take leave

### About Emmy Monash

Emmy Monash is a market leader in aged care services delivering award winning programs, linking with prominent industry partners, offering outstanding facilities and holistic approach to care of seniors in the Jewish community of Victoria. At Emmy Monash we are committed to enriching the lives and wellbeing of our residents. This is achieved by a dedicated team of staff, community partners and volunteers who work together as a team to deliver quality care and services.

### Key Selection Criteria

- EEN qualified with current AHPRA registration
- Minimum 2 years EEN experience in aged care
- Strong leadership skills with the ability to supervise and delegate work to Personal Care Assistants under your supervision
- Excellent interpersonal and customer service skills with the ability to deal with residents and family members in an assertive and compassionate manner
- Demonstrates a good understanding of contemporary clinical best practice and provides clinical leadership and role modelling to a team of staff
- Demonstrates a committed approach to further education and professional development
- Demonstrates leadership and influences others internally and externally to promote optimal health and wellness to individual residents and best practice.
- Demonstrate understanding of the meaning of 'Ageing in Place', and sensitivity to the cultural diversity, religious needs and life experiences of older Jewish people
- Self-motivated and self-directed
- Computer literate including proficiency in iCare, Microsoft Office, internet

### Benefits and Culture

This is a wonderful opportunity to make a difference in an innovative and supportive community based organisation committed to the provision of quality and innovative services to our residents and the community. Centrally located in newly designed facilities, you will enjoy working with a talented and passionate team of staff, employed from diverse cultural backgrounds. At Emmy we are committed to the professional development of our staff and provide training and education to ensure we can deliver the highest standard of care to our residents and to provide an

**Emmy Monash Aged Care Inc.** ABN 64 022 404 782

518–526 Dandenong Road, Caulfield North VIC 3161 P 03 8508 9300 F 03 9509 6176 E [info@emmymonash.asn.au](mailto:info@emmymonash.asn.au)  
[www.emmymonash.asn.au](http://www.emmymonash.asn.au)



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understanding of the Jewish culture, traditions and ethos. We offer a competitive salary, flexibility and the opportunity to maximize your income with salary packaging.

#### **How to Apply**

To apply send your letter of application (which addresses the Selection Criteria) and CV via email to [careers@emmymonash.asn.au](mailto:careers@emmymonash.asn.au). Telephone enquiries can be directed to Mary McCormack, HR & Quality Assistant on 8508 9300.

**Applications close: Friday 10 November 2017**



## POSITION DESCRIPTION

### 1. POSITION IDENTIFICATION

<b>Title</b>	Endorsed Enrolled Nurse – Team Leader
<b>Functional Area</b>	Clinical Service Area
<b>Reports to</b>	Clinical Care Coordinator
<b>Employment Status</b>	Permanent <input type="checkbox"/> Part-Time <input type="checkbox"/> Casual <input type="checkbox"/>
<b>Terms of Employment</b>	Emmy Monash Nurses Enterprise greement
<b>Hours of Duty</b>	As required and rostered

### 2. POSITION OBJECTIVE

To fulfil the role of Team Leader as directed by the Clinical Care Coordinator providing contemporary holistic care to residents and leadership to a team of care staff

### 3. COMPETENCIES REQUIRED

To be accountable for the standard of personal hygiene, clinical care and lifestyle needs of the residents.

<b>Knowledge and Skills</b>	<p>Maintains and updates professional knowledge base to ensure safe and contemporary nursing practice.</p> <p>Integrates the relevant industry standards, legislation and common law requirements into work practices.</p> <p>Understands and protects the rights and responsibilities of the residents and staff.</p> <p>Consistently follows the agreed service policies and procedures.</p> <p>Reads and understands new and revised service and organizational policies and procedures as distributed.</p>
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Issue: 2/3	Authorised by: HR
Date issued: Sept 1999	Review: Dec 15

<p><b>Planning, Organisation &amp; Clinical Care</b></p>	<p>Contributes to the physical, emotional and lifestyle needs and wants of the residents, through assessment and observation. Reports changes to the responsible Registered Nurse Division 1.</p> <p>Attends and contributes to health and personal care and multidisciplinary team meetings.</p> <p>Instigates clinical programs to establish and maintain a high standard of resident care.</p> <p>Is accountable for the standard of personal hygiene, clinical care and lifestyle needs of the residents.</p> <p>Ensures safe practice in delivery of personal and clinical care, including appropriate Infection Control and Occupational Health &amp; Safety strategies</p> <p>Maintains a physical and psychosocial environment that promotes safety, security and optimal health.</p> <p>Communicates information verbally and in writing to Clinical Care Coordinator, External Providers, and members of the Emmy Monash Home multidisciplinary team.</p> <p>Coordinates comprehensive assessment, planning, implementation, ongoing documentation, evaluation and review of resident care in collaboration with the health care team and the resident and/or their representative.</p> <p>Is responsible for preparation of all relevant documentation in order to submit the claim for ACFI Funding.</p> <p>Monitors use of equipment, records breakages, failures and malfunctions</p> <p>Implements and maintains the nursing roster which reflects the needs of the residents</p> <p>Develops and participates in effective reporting practices between health care practitioners.</p> <p>Implements clinical interventions as required</p>
<p><b>Delegation</b></p>	<p>Empowers staff to accept responsibility through effective delegation of activities</p>
<p><b>Leadership &amp; Teamwork</b></p>	<p>Maintains accurate and comprehensive knowledge of the relevant Laws, Acts, Regulations, Standards, Charters, competencies and Codes of Practice which affect their nursing practice, and responds to instances of illegal or unsafe practice.</p> <p>Implements teamwork practices, which include allied health, food and domestic services to ensure the needs of residents, relatives and the organisation, are met.</p> <p>Maintains and updates professional development and industry knowledge according to best practice</p>

Issue: 2/3	Authorised by: HR
Date issued: Sept 1999	Review: Dec 15

	<p>Conducts and participates in the continuous staff education and training program. Effectively acts as a role-model, supervises and teaches standards of care to retain or upgrade skills of subordinate staff.</p> <p>Undertakes practices which reflect the Professional Code of Practice and fulfils the duty of care, including strict confidentiality for residents, staff and Emmy Monash Home.</p> <p>Demonstrates a positive attitude and commitment to the organisation, including sensitive management of the cultural diversity, religious needs and life experiences of older Jewish people.</p> <p>Has the ability to understand and integrate those behaviours which reflect the vision, philosophy and values of the organisation.</p>
<p><b>Human Resource Management</b></p>	<p>Ensures Enrolled Nurses and Personal Care service staff are effectively supervised.</p> <p>Manages Health and Personal Care service staff on a day to day basis.</p> <p>Monitors standards of dress to ensure compliance with Emmy Monash Home dress code</p> <p>Assesses and evaluates staff competence, including contributing to own appraisal process.</p> <p>Assists with induction program as requested.</p> <p>Liaises with Clinical Care Coordinator to achieve conflict resolution as required..</p>
<p><b>Professional Conduct</b></p>	<p>Practices according to the professional code of conduct for Authorised Enrolled Nurse.</p> <p>Demonstrates a positive attitude to the agreed role and responsibilities of the position.</p> <p>Respects and maintains strict confidentiality of residents, staff and Emmy Monash Home.</p> <p>Follows proper procedures in conflict management, and never involves residents in staff disputes</p> <p>Is careful in the use of equipment and consumable resources to make sure they are not damaged or wasted.</p> <p>Has the ability to understand and integrate those behaviours which reflect the vision, philosophy and values of the organisation.</p> <p>Cooperates with allied health, food and domestic services to ensure the needs of residents and their relatives are met.</p>
<p><b>Continuous Improvement</b></p>	<p>Participates and contributes to the review of procedures which aim at 'best' practice</p> <p>Consistently follows organisational and service policies and procedures.</p>

Issue: 2/3	Authorised by: HR
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	<p>Reads and understands new and revised service and organisational policies and procedures as distributed.</p> <p>Contributes to the maintenance of the OHS program</p> <p>Participates in training and development activities related to responsibilities.</p>
<b>Job Duties</b>	<p><b>Mental Requirements</b></p> <p>The duties include a variety of situations where stress may be involved, such as, dealing with residents who are cognitively and physically impaired and dealing with residents who suffer from post-traumatic stress and the like.</p> <p><b>Physical Requirements</b></p> <p>Duties include the following tasks: Bending, lifting, twisting and turning, requiring the use of the neck, back, shoulders, arms, wrists, hands, hips, legs and knees. Kneeling and crawling may also be required with some tasks.</p>

#### 4. KEY PERFORMANCE OBJECTIVES

<b>Key Selection Criteria – (What is required to be done)</b>	<b>Key Performance Indicator (How do you know it has been done)</b>
<p>Demonstrate a committed approach to management of aged care</p> <p>Have a knowledge, of and understanding of clinical best practice</p> <p>Have an understanding of the nursing process as a problem solving and quality improvement strategy</p> <p>Demonstrated ability to use equipment and resources properly, and to work effectively as a team member</p> <p>Proven ability to promote self-care and independence in residents</p> <p>Demonstrate understanding of the meaning of 'Ageing in Place', and sensitivity to the cultural diversity, religious needs and life experiences of older Jewish people</p> <p>Clinical Knowledge of Contemporary Practice</p> <p>Self-motivated and self-directed</p>	<p>Demonstrates knowledge of contemporary nursing practices, interventions and industry standards.</p> <p>Provision of effective team leadership to PCAs and the nursing team</p> <p>Timely and accurate reporting of resident needs and changes in condition to relevant supervisors and staff.</p> <p>Participation in the formulation of new procedures and review of existing procedures relating to work practices and the environment</p> <p>Provides input into quality initiatives as communicated</p> <p>Active contribution to achieving team objectives and best practice</p> <p>Reporting of issues relating to safety</p> <p>Active participation in identifying and solving problems relating to areas of responsibility</p>

Good interpersonal skills

**Appraisal: Within 3 months, then on an on-going basis , with a formal annual system of performance appraisal based on key performance indicators and performance objectives.**

## **5. PERSON SPECIFICATION QUALIFICATIONS/KNOWLEDGE/EXPERIENCE**

### **Qualifications, Knowledge, Skills & Experience - Desirable:**

- Qualifications/experience in dementia care
- Ability to communicate in German, Polish or Yiddish

### **Knowledge, Skills & Experience (Essential):-**

- Nursing Registration, Authorised Enrolled Nurse
- Minimum 2 years' experience in aged care
- Gerontology qualification or experience
- Demonstrates contemporary clinical best practice and leadership

## **6. ORGANISATIONAL RELATIONSHIPS/AUTHORITY**

Reports to: Clinical Care Coordinator

Manages: Personal Care Assistants

## **7. OCCUPATIONAL HEALTH AND SAFETY**

Employees are responsible and accountable for:

- Compliance with workplace policies and procedures for risk identification, risk assessment and risk control
- Active participation in activities associated with the management of workplace health and safety
- Identification and reporting of health and safety risks, accidents, incidents, injuries and property damage at the workplace
- Correct utilisation of appropriate personal protective equipment



## ACKNOWLEDGEMENT

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

I have read, understood and accept the above position description

Employee's  
Name: .....

Direct Manager's  
Name: .....

Signature: .....

Signature: .....

Date: .....

Date: .....

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