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<b>POSITION TITLE</b>	Registered Nurse
<b>CLASSIFICATION</b>	Individual Contract
<b>FUNCTIONAL AREA</b>	Home and Community

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## 1. ABOUT US

SA Disability Care is a privately-owned organization delivering support services to the Aged Care Quality and Safety Commission and National Disability Insurance Scheme (NDIS) clients/participants. SA Disability Care offers home care services such as Community Nursing, Disability Services and Aged Care services in a systematic way to individuals, families, and the communities.

We are in the home care services business to deliver excellent disability and aged care services to all those who will patronize our services. We will also ensure that in the line of carrying out our duty, we comply with the laws and health regulations in South Australia and Australia. Our employees are well trained and qualified to handle the wide range of in-home care services.

## 2. POSITION PURPOSE

The Registered Nurse is to manage SA Disability Care's support services that align to the Aged Care Quality and Safety Commission and National Disability Insurance Scheme (NDIS) Quality and Safeguarding Framework, individual Participant NDIS goals and outcomes and other relevant compliance standards. To ensure compliance in terms of practice; ensuring all participant's plans, policies and procedures are up to date; and facilitating or conducting the necessary training and credentialing of service delivery staff.

Registered nurse will advise and lead all clinical care case management processes in conjunction with Service Managers and Staff. They will work with the Business Manager Care/Service Manager and Coordinators to create the infrastructure and oversee the management of NDIS and the aged care service delivery.

## 3. POSITION RESPONSIBILITIES

- Case managing and monitoring the support services of all SADC participants and assist with other aged care clients where needed.
- Conducting participants/clients' health assessments and overseeing participants/clients support plan reviews.
- Providing advice to Service Manager and Support Coordinators where necessary
- Developing and reviewing support policies; procedures and work instructions to guide best practice.
- Monitoring performance in health support activities.
- Recommending and/or conducting training and credentialing of staff within a performance management framework around clinical support.
- Training relevant support coordinators and staff in the context of restrictive practices and monitoring the impact on the participants.
- Monitoring and reporting on support risks and incidents; support worker's capabilities and participants NDIS goals outcomes.
- Work with the Aged Care Coordinator and stakeholders to develop capacity to deliver aged

care services.

#### **4. REQUIREMENTS OF THE JOB**

##### **4.1 Qualifications, Skills, and Experience**

- Tertiary qualifications in Nursing
- Current Registration with the Nurses Board of South Australia as Registered Nurse Div. 1 with AHPRA
- Current industry experience in Management, Disability and/or aged care and/or Home and Community care essential
- 3+ years of nursing experience in community care or residential setting
- Excellent interpersonal, time management and communication skills with an ability to communicate and support a wide range of staff and liaise effectively with key stakeholders
- Intermediate or advanced level of computer skills including the use of Microsoft word, excel PowerPoint and other relevant software
- Experience working with clients of the National Disability Insurance Scheme and Aged Care is highly desirable
- Knowledge of case management practices and standards desirable
- Ability to work effectively autonomously and within a team environment
- Through attention to detail

##### **4.2 Special Conditions/Requirements**

- Driver's license and willingness if needed to use own vehicle for business.
- Occasional work out of normal hours may be required.
- A Provide First Aid certificate.
- Medication Certificate.
- DHS Disability /aged/child related screening valid at commencement of employment and renewed every three years.
- SADC may require the incumbent to carry out other duties as directed that are commensurate with the skills and competencies of the classification level.

#### **5. REPORTING RELATIONSHIPS**

- Reports to the Business Manager, Care/Service Manager
- Directs Service Managers, Support Coordinators in the delivery of health support to NDIS participants and aged care clients
- Works collaboratively with the Quality Coordinator, Service Managers, Support Coordinators in the first instance and CEO as necessary.

#### **6. AUTHORITY AND ACCOUNTABILITY**

Authority to work within the scope of the position description within a team environment.

#### **7. WORKPLACE HEALTH, SAFETY AND WELFARE**

The incumbent must take reasonable care to protect their own health and safety, and the health and safety of others who may be affected by your actions or omissions at work.

In particular, the incumbent must:

- Comply with statutory and organizational requirements, procedures and rules introduced to protect the health and safety of people at the workplace including the public.
- Use equipment provided to protect health and safety.
- Follow reasonable instructions given on health and safety.

- Ensure they are not affected by alcohol or another drug to endanger themselves or others.
- Report accidents injuries, property damage and health and safety incidents.
- Participate in activities associated with the management of workplace health and safety.

As a Registered Nurse, you must:

- Ensure SADC WHS program for your area of responsibility is maintained, monitored for its effectiveness, and regularly reviewed for its adequacy.
- Ensure SADC WHS program for your area of responsibility provides for the systematic identification of hazards and their risk assessment and control.
- Ensure accidents and injuries are adequately investigated and reported.
- Consult relevant staff when planning changes to the workplace, practices, procedures, plant, equipment, and substances where these changes may affect the WHS of staff.
- Assist in the rehabilitation of injured staff and employees.

## 8. PERFORMANCE STANDARDS

The performance of the incumbent will be measured by:

- Achievement is in accordance with SADC's Strategic and Operational Service Plans, and the incumbents Performance Management Program.
- SADC's compliance with the Aged Care Quality and Safety Commission and NDIS Quality and Safeguarding Framework in terms of practice and reporting.
- The extent to which position responsibilities are achieved, including:
  - Working within the SADC budget
  - Referrals and escalation of client, family, or stakeholder complaints within 48 hours
  - 100% compliance with recording and reporting requirements
  - 100% compliance with audits
  - Nil breeches of SADC policies and procedures
- The degree of professionalism, flexibility displayed.
- Reliability, quality, efficiency, and courteousness of services delivered.
- Effective teamwork and contribution to the achievement of team goals.

**Duties and responsibilities for this position should not be considered definitive. Duties may be added, deleted, or modified, in consultation with staff, as necessary. Position Descriptions and staff performance will be reviewed regularly.**

**In signing this document, I confirm that I have read, understood, and acknowledge the Position Description for this position and agree to operate within its bounds.**

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**PRESENT INCUMBENT** :

**PRESENT INCUMBENT SIGNATURE** :

**DATE OF APPOINTMENT** :

**VERSION NO** : 2

**DATE ISSUED** : July 2022

**Approved by** :

**Date approved** :

**Review Date** :