

POSITION SPECIFICATION AND DESCRIPTION
TEAM LEADER -CARE SERVICE EMPLOYEE

RESPONSIBLE TO:	The Registered Nurse & Director of Care Services (DOCS)
ROLE PURPOSE:	To assist in the supervision and delivery of planned individualised resident care. Act as a role model in clinical care, training and education and the application of correct manual handling techniques.
AWARD:	St Andrews Village Ballina Collective Agreement 2008
UNIFORM:	In accordance with internal policies and workplace health & safety.
QUALIFICATIONS:	<ul style="list-style-type: none"> ▪ Certificate III in Aged Care or equivalent at a minimum
ESSENTIAL CRITERIA:	<ul style="list-style-type: none"> ▪ Certificate III or IV in Aged Care or equivalent ▪ The capacity to direct and provide leadership to small groups ▪ Medication administration certification ▪ A full knowledge of the nursing process and how it impacts on resident care ▪ Ability to work unsupervised ▪ Ability to work over a seven (7) day roster ▪ Capacity to provide excellent customer services
DESIRABLE:	<ul style="list-style-type: none"> ▪ Several years experience in residential care setting

ST ANDREWS VISION:

St Andrews Village Ballina strives to be a learning organisation that responds to the dynamic environment of aged care through responsible governance and a commitment to quality care.

ST ANDREWS MISSION:

St Andrews Ballina identifies and responds to the evolving care needs of the ageing individual.

ST ANDREWS VALUES:

St Andrews holds the highest respect for its residents, clients and each other, within a framework of compassion and teamwork, trusting in each other to deliver the best possible level of service.

KEY RESPONSIBILITIES	
Supervision	<ul style="list-style-type: none"> ▪ Allocation of skilled team members to resident care needs, including scheduling of breaks for staff. ▪ Deliver effective team leadership. ▪ Be a role model in clinical care, training and education and application of correct manual handling techniques ▪ Ensure effective orientating & “buddying” of new staff for training ▪ Support team members in aspects of their work ensuring the team works in a cohesive and productive manner.

	<ul style="list-style-type: none"> ▪ Manage and monitor effective resource allocation and usage across the team ▪ Ensure safe medication delivery system is in place and meeting policies and regulations ▪ Deliver specialist nursing care including catheter, stoma and wound care ▪ Ensure the care provided articulate with nursing care plan ▪ Ensure that changes as a result of care reviews are entered into the care plan as required ▪ Ensure documentation is completed for daily progress notes, assessments, evaluations and review etc.
Liaison	<ul style="list-style-type: none"> ▪ Liaise with senior staff or management in areas of concern. ▪ Lead and participate in team meetings to discuss resident care plans in conjunction with the resident, relatives and supervisor ▪ Attend staff meetings and committee meetings as required ▪ Give basic counselling to team members as required ▪ Give assistance to family members and visitors where possible or refer to supervisor ▪ Actively participate in care review conferences ▪ Liaise with DOCS and RN's prior to and post care review conferencing
Work with Colleagues	<ul style="list-style-type: none"> ▪ Work cooperatively as a team member and maintain healthy communication with stakeholders at all times. ▪ Work within level of skill and knowledge and seek assistance from a registered nurse or colleagues as necessary. ▪ Contribute to continuous improvement by participation in committees and attendance at relevant meetings. ▪ Practice a duty of care to each other by respecting each others' integrity and ability to contribute to a cohesive and harmonious team. ▪ Support new or less experienced staff through the sharing of knowledge and by example. ▪ Demonstrate flexibility to meet the changing needs of the facility.
Deliver Planned Individualised Resident Care	<ul style="list-style-type: none"> ▪ Perform delegated care activities in accordance with residents' plans of care ▪ Assist in resident assessment including ACFI documentation ▪ Observe, identify and report to a registered nurse variations in residents' abilities and/or conditions. ▪ Contribute to on-going care planning. ▪ Participate in case conferences as required. ▪ Accept direction and seek assistance from a registered nurse to fulfil role requirements. ▪ Comply with policy guidelines regarding client records, particularly with respect to confidentiality

<p>Work within the mission and philosophy of the Organisation</p>	<ul style="list-style-type: none"> ▪ Work within the stated mission statement, philosophy and objectives of St Andrews Village Ballina Ltd. ▪ Promote and articulate the role and function of St Andrews Village Ballina Ltd with residents, relatives, other health workers and the wider community. ▪ Acknowledge and maintain residents' rights and confidentiality in accordance with the Charter of Residents' Rights. ▪ Work according to St Andrews Village Ballina Ltd policy, protocols and procedures. ▪ Contribute to continuous improvement and the achievement of the Aged Care Accreditation Standards.
<p>Training and Development</p>	<ul style="list-style-type: none"> ▪ Maintain skills and knowledge related to work role. ▪ Attend relevant in-service education sessions. ▪ Seek opportunities to undertake continuing education provided by external agencies. ▪ Maintain own service and continuing education records. ▪ Share knowledge and expertise with other members of the work team gained through attendance at education forums. ▪ Contribute to and/or participate in the conduct of performance reviews
<p>Work Health and Safety</p>	<ul style="list-style-type: none"> ▪ Comply with WHS policies and procedures ▪ Supervise work activities and functions in a manner which promotes personal safety and risk management, with emphasis on manual handling ▪ Identify hazards in the work area and report in accordance with St Andrews Village Ballina Ltd policy and protocol. ▪ Report all resident, staff and visitor incidents utilising the appropriate incident forms. ▪ Select and use appropriate equipment according to St Andrews Village Ballina Ltd policy and procedures. ▪ Apply Standard and Additional Precautions according to St Andrews Village Ballina Ltd policy and procedures. ▪ Use and store chemicals in accordance with relevant Safety Data Sheets. ▪ Attend compulsory fire safety lectures, evacuation drills and manual handling training.