

Position Description



Title	Registered Nurse, Division 1
Business Unit	Neurological Services
Location	Burwood East & Glen Waverley
Employment type	Full Time, part time and casual
Reports to	Clinical Operations Manager Neurological Services

1. About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we celebrate our diversity and welcome all people regardless of ethnicity, faith, age, disability, culture, language, gender identity or sexual orientation. We acknowledge Aboriginal and Torres Strait Islanders as Australia's First Peoples and as the traditional owners and custodians of the land on which we work. We welcome lesbian, gay, bisexual, trans, gender diverse, intersex and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

Our purpose: To inspire people, enliven communities and confront injustice

Our values: We are imaginative, respectful, compassionate and bold

2. Position purpose

The position of Registered Nurse is based in a specialist care unit in a residential setting which provides comprehensive professional health care to individuals with Huntington's disease, other complex neurological disorders and spinal cord injury.

Uniting Neurological Support Services (UNSS) offers specialised residential accommodation to people who have progressive neurological conditions. Residents at UNSS have complex health care needs that may impact them physically, psychologically and cognitively. Neurodegenerative diseases often involve significant complex behavioural and psychological symptoms. A major focus is on people with Huntington's disease.

UNSS operates across two sites, a 30 bed facility, comprising three separate houses, each with 10 residents, in Burwood East and a 6 bed facility in Glen Waverley.

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3. Scope

Budget: Nil

People: Nil

4. Relationships

Internal:

- Clinical Operations Manager, Clinical Coordinators, Clinical Nurse Consultants, Physiotherapist, Speech Pathologist, Occupational Therapist,, Residents, Resident Support Workers, Administration Coordinators, support & foundation staff
- All disability residential employees and senior management
- All Corporate support services employees

External

- Clients and their families and advocates
 - Government funding bodies
 - Contracting organisations
 - DHHS – Department of Human Services and NDIS
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5. Key responsibility areas

Service delivery

- Sensitively establish, maintain and adapt effective therapeutic partnerships with individuals with life-limiting illnesses, their caregivers and family according to individual needs, circumstances and preferences.
- Demonstrate respect for uniqueness and individual autonomy when responding to the individual's experiences and response to dying and bereavement.
- Provide assistance to individuals with Huntington's disease and other complex neurological disorders with daily living activities in a community based residential setting.
- Ensure as part of a team that individual support needs of residents are being addressed by the service.
- Ensure that at all times residents are treated with respect in a manner that enhances their personal dignity and rights.
- Actively promote a home like environment that enhances the residents' wellbeing and is welcoming to families, friends and others.
- Provide palliative care, clinical assessment and the management and administration of all scheduled and other medications required for this.
- Provide direct and comprehensive professional health care to 30 individuals with Huntington's disease, other complex neurological disorders and spinal cord injury in a community based residential setting.
- Ensure individual care needs of residents are being addressed by the service.
- Attend to medical treatments (such as wound care, catheter care and peg feeds) to residents as required.
- Carry out Administration and Management of resident medications according to the legal and ethical standards of the Disability Services Act, DHHS and DoHA Guidelines, Victorian

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Drugs, Poisons & Controlled Substances Act/Regulations 1981, Victorian Disability Services Practice Manual Medication Guidelines and WNSS Policy and Procedures.

- Ensure that Infection Control Standards are maintained.
- Ensure palliative care requirements of residents are attended to.
- Is responsible for immediate decision-making and appropriate action in the event of a **medical emergency**, e.g. choking, aspiration or injuries, and provides ongoing monitoring, supervision and reporting as appropriate to the situation.
- Participate in the review and implementation of Holistic Individual Care Plans for each resident.
- Participate in the review and implementation of resident behaviour management plans.
- Verify death and carry out documented procedures required for this. Notifies the House Clinical Coordinator and Clinical Operations Manager.
- Carry out other duties as directed by House Clinical Co-ordinator.

Communication

- Give and receive hand over to other nursing staff.
- Communicate with families as to the medical/health needs of the residents after hours and as directed by House Coordinator.
- Liaise with doctors and health professional staff regarding ongoing resident support with reference to changes in condition, behaviour, and/or swallowing difficulties, ensuring that information is disseminated to appropriate staff as directed by the House Co-ordinator.
- In consultation with medical practitioners, order resident medication as required.
- In consultation with the House Clinical Co-ordinator make referrals to allied health and specialist services when required.

Documentation

- Ensure appropriate health documentation and records relating to residents is maintained to a high standard and that medical and nursing care components in the Resident's Individual Care Plans are kept up to date.
- Maintain accurate security and accountability and overall management of the administration of resident medication according to the legal and ethical standards of the Disability Services Act, DHHS and DoHA Guidelines, Victorian Drugs, Poisons & Controlled Substances Act/Regulations 1981, Victorian Disability Services Practice Manual Medication Guidelines and NS Policy and Procedures.

Personal Accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees, founding agency employees and external stakeholders in accordance with Uniting's values and professional standards of behavior
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace
- Identify opportunities to integrate and work collaboratively across teams.

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- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication
- Promptly respond to and report health and safety hazards, incidents and near misses to Clinical Operations Manager.
- Attend mandatory training sessions (i.e. equal employment opportunity, health and safety) and mandatory training specific to position.

6. Person specification

Qualifications

- Current registration as a Division 1 Nurse with the Nursing & Midwifery Board of Australia
- Registered Nurse with significant experience and experience/understanding of complex clinical needs of clients with complex and advanced neurological conditions such as Huntington's and MS. Complex clinical care and support of Residents
- Bachelor of Applied Science in Nursing or Certificate of General Nursing

Experience

- Experience with neurological or psychiatric disorders and/or in the Disability Services field
- Experience directing supporting staff
- Understanding of NDIS and DHHS reporting requirements, statutory regulations, quality and safeguarding standards

Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values
- **Teamwork:** willingness to be proactive and help others, contribution to the continuous improvement of a positive, collaborative and effective work environment
- **Achieves results:** Focused on optimal outcomes for clients
- **Professionalism:** Executes day-to-day activities in a positive, friendly and enthusiastic manner.
- **Culturally Aware:** Values diversity as a strength and positively utilises diversity
- **Client Focused:** Prioritises needs of clients
- **Communication:** Clear communication skills

Other Requirements

- Legal eligibility to work in Australia
- Current Australian Driver's License
- A satisfactory national police records check is a condition of this position and is repeated every three years and International police check if required
- Current working with Children check (Victoria)
- Compliance and understanding/familiarity with organisational policies, procedures relevant legislation (Quality management system, Equal Opportunity, Health and Safety)

7. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and Working With Children Check (in Victoria) and/or Working With Vulnerable People Check (in Tasmania) **prior** to commencement of any paid or unpaid work and/or participation in any service or undertaking.

Approved by: Executive Officer	Page 4 of 5	Division: Disability & Mental Health
Date Approved: July 2020	Printed copies of this document are not controlled.	Next Review Date: July 2021

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This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.

8. Acknowledgement

I have read, understood and accepted the above Position Description

	Employee	Manager
Name:		
Signature:		
Date:		