



**Swan Hill
District Health**



Inclusive

Compassionate

Progressive

Accountable

DIRECTOR OF NURSING Jacaranda Lodge RN64

We are seeking enthusiastic, highly motivated and suitably skilled individuals to join our Jacaranda Lodge-Aged Care team at Swan Hill District Health. In this role, you will provide dedicated administrative and reception support solely within the Jacaranda Lodge reception area. We focus on delivering outstanding, patient-centred customer service during core office hours of Monday to Friday, 8.30am to 4:36 pm (with occasional flexibility as needed).

Position Summary

The Director of Nursing of Jacaranda is responsible for the safe care of all the individuals who live in the home, and the staff who work there. This role has a focus on the provision of Safe and Quality care for all individuals using a Continuous Quality Improvement lens at all times.

Key Selection Criteria

- AHPRA Registered Nurse, (Division 1)
- Current National Police check.
- Five years post graduate experience as a RN within Aged Care.
- NUM or ANUM experience in Aged Care
- Computer literacy and AN-ACC experience.
- Understanding of aged care legislation and funding processes.
- Ability to articulate clear decision-making processes.
- Experience of, and commitment to, Aged Care Accreditation with an emphasis on evidence-based practice.
- Demonstrable ability to lead and manage change.
- Experience in and/or ability to interpret and apply Enterprise Agreement (Nurses) in the Workplace.
- Current National Police Record Check.
- Current "Working with Children Permit".
- Evidence of immunization records/history as part of the Health Services Act 1988, 2020 Amendment (Mandatory Vaccination of Healthcare Workers), through either documentation or copy of serology report. It is required that there is immunization for all vaccine preventable illnesses.
- Postgraduate Gerontology nursing qualification- Preferred

Applications including the names of two referees should be forwarded to: People & Culture, Swan Hill District Health, PO Box 483, Swan Hill 3585, Victoria or Email: employment@shdh.org.au

Applications will only be accepted if they address the Key Selection Criteria and include an APPLICATION FOR EMPLOYMENT FORM. Email applications are preferred.

Swan Hill District Health reserve the right to interview and appoint candidates prior to this position closing.

Swan Hill District Health is an equal opportunity employer committed to diversity and inclusion. We welcome applications from Aboriginal and Torres Strait Islander people, people with diverse cultural and linguistic backgrounds and people with disability.



Position:	Director of Nursing
Classification:	RN64
Department:	Jacaranda Lodge
Reports to:	Director of Nursing: Ageing and Care at Home
Position Summary:	<p>The Director of Nursing of Jacaranda Lodge is responsible for the safe care of all the individuals who live in the home, and the staff who work there.</p> <p>This role has a focus on the provision of Safe and Quality care for all individuals using a Continuous Quality Improvement lens at all times</p>
Responsibilities:	<p>Key Performance Indicators (KPI's) will be established between the Director of Nursing and the line manager to support the following accountabilities and duties:</p> <p>Management</p> <ul style="list-style-type: none">• Feedback management for both individuals and staff to maintain the high-quality standards.• Roster management of clinical and admin staff• Liaise with Educators and ensure education program is fit for purpose and contemporary.• Recruitment of clinical and admin staff ensuring good skill mix• Provide leadership and direction to ensure legislative compliance.• Monitor care provision to ensure utilization of evidence-based practice methods.• Co-ordinate Individual care management incorporating compliance with standards and expected outcomes.• Assess and evaluate staff competence utilizing performance appraisal process.• The Director of Nursing is responsible for the co-ordination of Infection prevention and control education, infection prevention and control reporting and infection control activities in liaison with IP&C Consultant and IP&C lead• Liaise with all members of the Health Care Team, to ensure a holistic approach to care provision.• Reinforce organizational values to all staff to ensure conformity and compliance.• Maintain unit equipment and identify replacement/additional items in line with organizational priorities.• Ensure all supporting documentation is current and complete for Aged Care Accreditation and AN-ACC validation purposes.• Participate in the recruitment and retention of suitably qualified staff to ensure all individual care and unit functions are met.• Ensure lifestyle programs are contemporary and person-centered.• Promote work culture and support/mentor staff, including leading by example at all times.• Coordinate admission and discharge, ensure bed occupancy maintained at all times

	Clinical Care <ul style="list-style-type: none"> • Provide direct individual care as required and clinical supervision and advice to Nursing and other care staff on individual care issues, and participate in clinical care of individual as required. • Ensure Clinical oversight and clinical governance in individual care and all individuals needs are met • Identify Clinical gaps and demonstrate continuous improvement • Ensuring Individual quality care are maintained within Aged Care Quality Standards.
Key Selection Criteria:	<ul style="list-style-type: none"> • AHPRA Registered Nurse, (Division 1). • Five years post graduate experience as a RN, ANUM or NUM experience in Aged Care. • Sound understanding of aged care legislation and funding processes. • AN-ACC and Rostering Experience • Relevant postgraduate qualifications. Postgraduate Gerontology nursing qualification- Preferred • Well-developed communication and interpersonal skills. • Ability to articulate clear decision-making processes. • Understanding of principles of financial management. • Experience of, and commitment to, Aged Care Accreditation with an emphasis on evidence-based practice. • Demonstrable ability to lead and innovative leader. • Ability to work anonymously • Ability to foster and promote good work culture- leading team to success • Good understanding of incident management and follow up process. • Feedback management • Computer literacy. Excellent written and communication skills. • Experience in and/or ability to interpret and apply Enterprise Agreement (Nurses) in the Workplace. • Current National Police Record Check. • Current "Working with Children Permit". • Evidence of immunization records/history as part of the Health Services Act 1988, 2020 Amendment (Mandatory Vaccination of Healthcare Workers), through either documentation or copy of serology report. It is required that there is immunization for all vaccine preventable illnesses.
Salary/Award:	Nurses and Midwives (Victorian Public Health Sector) Single Interest Employer Agreement.
First Nations:	Swan Hill District Health would like to acknowledge First Nations communities of Wamba Wamba, Wadi Wadi, Barapa Barapa, Latji Latji and the Tatti Tatti people on whose land, we work and live. We pay respect to all Elders past and present and honour their connection to the land and water.
Infection Control:	<ul style="list-style-type: none"> • Each staff member has a responsibility to minimise exposure to incidents of infection/cross infection of residents, staff, visitors and the general public. • The risk minimisation strategies are to be supported by all staff adhering to the Infection Control Manual policies, procedures and guidelines.
Continuous Quality Improvement:	<ul style="list-style-type: none"> • Each staff member is expected to demonstrate a commitment to best practice. • All staff shall take responsibility for their own practice and share responsibility for creating and maintaining a system that provides safe, high quality health care. • All staff will participate in quality improvement activities aimed at improving patient outcomes and maintaining accreditation standards.

	<ul style="list-style-type: none"> It is the responsibility of every staff member to be familiar with Health Service-wide and specific Department Policies & Protocols.
Person Centered Care:	<p>The Health Service supports in its values the philosophy of Person-Centered Care to ensure all people, including health service providers, clients, their carers and family members are respectfully cared for and encouraged to participate in the provision of quality health care.</p> <p>We recognise diversity is part of every person & as such providers of health care must be actively involved in developing models of care that are person centered.</p>
Child Safety:	<p>All children have the right to feel and be safe. Keeping children safe is everyone's responsibility. SHDH is committed to providing a child safe environment where children are safe and feel safe, and where their voices are heard about the decisions that affect them.</p> <p>SHDH have zero tolerance to child abuse.</p> <p>Each employee has a responsibility to adhere to this requirement. Any breach of this standard will result in disciplinary action.</p>
Our Purpose:	<p>Connected Care / Best Experience</p> <p>SHDH commits to meet the growing health care needs of our community through our new vision to provide better connected care and to achieve the best care experience.</p>
Privacy and Confidentiality:	<p>SHDH are committed to protecting patient and staff privacy and confidentiality, as it is an important aspect of our commitment to providing high quality services. In accordance to both the Health Records Act and the Information Privacy Act, information should only be used and disclosed for the primary purpose of its collection.</p> <p>Each employee has a responsibility with adhere to SHDH's Privacy and Confidentiality Policy, as it is a condition of employment. Any breach of the rules of privacy and/or confidentiality relating to health service business, patients or medical records will result in disciplinary action.</p>
Mandatory Training:	<p>All employees must be aware of and complete designated mandatory training within the required time frame.</p>
Safety:	<p>RESPONSIBILITIES: It is the responsibility of every staff member to:</p> <ul style="list-style-type: none"> Take reasonable care for their safety and the safety of others while at work. Report accidents, incidents and potential hazards as soon as reasonably practicable to their supervisor and record on VHIMS reporting system. Advise their supervisor if they have an injury or illness that may affect their ability to perform the inherent requirements of their position. Be familiar with emergency and evacuation procedures as detailed in the Emergency Procedures Manual. Complete all Mandatory training requirements as identified and directed. Comply with the Occupational Health and Safety Act and all SHDH O.H. & S. online Policies and Procedures.
Asset Management:	<p>Staff with asset management responsibilities are required to adhere to the Asset Management Policy and Protocols.</p>
Review:	<p>Completion of My Work Plan on a yearly basis.</p>

Previous Revision dates: Current:	September 2013, July 2016, March, 2017, November 2020, Feb 2022, April 2024 Aug 2025
Managers Name:	
Managers Signature:	
Employees Name:	
Employees Signature:	



The Application for Employment form is required to be submitted with the following documents:

- ☐ Covering letter in support of application
- ☐ Response to Key Selection Criteria
- ☐ Applicants Curriculum Vitae

Position Applying for

General Information

Name

Address

Contact

Home phone

Mobile

Email

Are you of Aboriginal/Torres Strait Islander Origin? ☐ No ☐ Aboriginal ☐ Torres Strait Islander
(This question is voluntary)

Do you wish to be identified under this category? ☐ Yes ☐ No

Are you an Australian Citizen or Permanent Resident: ☐ Yes ☐ No Date of Grant/...../.....

If no, what is your current Visa Status – Visa type Expiry date/...../.....

Place/Country of issue: Issue Number:

Do you require sponsorship? ☐ Yes ☐ No

Conditions of Employment

Employment conditions are governed by the relevant Public Sector Health Industry Awards and EBAs relevant to the position applied for:

Initial employment is subject to:

- 6 months' probationary period (*with a review at 3 months.*)
- Requirement to work any shift
- Requirement to work in any department as required

Hours of Work – (Availability)

Discipline/Misconduct

Have you experienced discipline or misconduct action at any previous employment? ☐ Yes ☐ No

If **Yes**, please provide details:

Police and Working with Children Checks

Satisfactory Police Checks, and in some areas, Working with Children Checks are mandatory at the point of employment.

If you have a current Police Check and/or Working with Children Check, please show the check identifying numbers and the date of issue: _____

Upon engagement, you will be required to provide the necessary information to complete a Check. Please note that it is a condition of employment that you maintain a current satisfactory Police Check and, if required, Working with Children Check.

Pre-existing Health and Injury Declaration

Swan Hill District Health (SHDH) is committed to achieving a safe working environment for all employees. As part of this, it is our objective to ensure potential employees are not required to work in duties that they are not able to perform safely. As part of the application process for employment with SHDH, we request you to disclose any pre-existing injury or disease which may be adversely affected by the performance of the inherent requirements of the position you have applied for – as described in the Position Description for the position.

Pursuant to S.41 (1) and (2) of the *Workplace Injury Rehabilitation and Compensation Act 2013*, you are required to disclose to SHDH any pre-existing injury or disease that you have suffered of which you are aware, and could reasonably be expected to foresee, could be affected by the nature of this proposed employment.

Failure to make a disclosure, or the making of a false or misleading disclosure, would disentitle you to compensation pursuant to the *Workplace Injury Rehabilitation and Compensation Act 2013* should you suffer any reoccurrence, aggravation, acceleration, exacerbation or deterioration of your pre-existing injury or disease arising out of, or in the course of, or due to the nature of with SHDH. SHDH will rely upon any failure to disclose in accordance with the provisions of the *Workplace Injury Rehabilitation and Compensation Act 2013* as grounds for denying compensation in accordance with S.41 (1) and (2).

Should any alteration, change or rearrangement be necessary to enable you to carry out the inherent requirements of the position, we also request that you disclose these requirements. SHDH is an equal opportunity employer and will arrange any reasonable adjustment to enable a person with a disability to perform the inherent requirements of the position and therefore compete equally with other applicants for this position. Please disclose in the place below any pre-existing injury or diseases that you suffer from, or have suffered from, which could be affected by the nature of your proposed employment with Swan Hill District Health.

Disclosure advice: - (to be completed by the applicant)

I confirm that I have read and understood the contents of the above information and state that I have disclosed all relevant information in relation to my health and physical ability to carry out the inherent requirements of this position.

Signature of applicant: _____ **Date:**/...../.....

NOTE: If providing this form electronically, you accept that the information is true and correct by the action of submitting the form. You will be requested to sign the printed version at your interview if you are selected.

Enquiries:

Email address: employment@shdh.org.au

Phone: 03 50339315

Postal Address: PO Box 483 SWAN HILL VIC 3585