



Swan Hill
District Health
Connected Care. Best Experience.



Inclusive

Compassionate

Progressive

Accountable

Aged Care Registered Nurse

Grade RN/M2 YP3 – Grade RN/M8 YP9 (72 hours)

About the role:

Swan Hill District Health (SHDH) has two residential aged care facilities, [Logan Lodge](#) (45 beds) and [Jacaranda Lodge](#) (30 beds). Our Aged Care facilities are designed to be as home like as possible. Skilled nursing care is provided to meet the needs of the individuals within a secure and caring environment. Individuals are supported in maintaining close links with the community, their family and friends, as well as following their own interests wherever possible.

The primary role of Aged Care Registered Nurse is in the absence of the NUM and ANUM, the Registered Nurse is required to deputise in clinical and administrative areas to maintain the best outcomes for individuals, their family and friends, staff and the organization.

SHDH Aged Care is currently looking for suitable candidate to join our dynamic team.

About You:

- AHPRA Registered Nurse, (Division 1).
- Current National Police check.
- Flexibility to work both homes
- Flexibility to work all shifts
- Experience in Aged Care
- Understanding of aged care legislation and funding processes
- Well- developed communication and interpersonal skills and ability to articulate clear decision-making processes.
- Current National Police Record Check. • Current "Working with Children Permit".
- NDIS Worker Screening Check.
- Evidence of immunisation 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 immunisation for all vaccine preventable illnesses.

To apply for this position, email the completed Application for Employment form, Cover letter, CV and response to the key selection criteria to employment@shdh.org.au.

You will find the full position description containing the key selection criteria & application for employment form on our website [SHDH Jobs](#)

Swan Hill District Health reserves the right to commence interview immediately upon receipt of applications.

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.



Inclusive Compassionate Progressive Accountable

Position:	Aged Care Registered Nurse
Classification:	Grade RN/M2 YP3 – Grade RN/M8 YP9
Department:	Residential Aged Care Services
Reports to:	Nurse Unit Manager (Logan Lodge) Director of Nursing (Jacaranda Lodge)
Position Summary:	In the absence of the NUM and ANUM, the Registered Nurse is required to deputise in clinical and administrative areas to maintain the best outcomes for consumers, their family and friends, staff and the organization.
Responsibilities:	<p>Key Performance Indicators (KPI's) will be established between the Registered Nurse and the Nurse Unit Manager to support the following accountabilities and duties:</p> <p><u>Patient Care:</u> Outcome:</p> <ul style="list-style-type: none">• <i>Resident care complies with standards legal requirements and best practice guidelines and is delivered in a safe and harmonious environment.</i> <p>Performance Indicators:</p> <ul style="list-style-type: none">• Provides direct nursing care to allocated Residents.• Provides clinical information regarding Residents to members of the health care team.• Liaises with other nursing medical and allied health professional staff to achieve high quality nursing care.• Conforms to Swan Hill District Hospital and Clinical Services Division policies and procedures.• Participates in Resident handover.• Assists with assessment of Resident dependency.• Checks, records and administers medications according to regulations.• Reports incidents and accidents and completes documentation as required by Nurse Unit Manager/ Associate Charge Nurse.• Carries out other duties as delegated by the Nurse Unit Manager/Associate Charge Nurse.• Ensures the safety of Residents, visitors and staff and the security of hospital property and equipment.• Ensures all care given is documented in a way that meets organizational and professional requirements.• Performs technical nursing activities to level of education and experience to optimise outcomes.• Refrains from imposing personal values, attitudes or beliefs when making decisions and providing care.• The Care Plan and documentations are completed.• Incident Management <p><u>Management:</u> Outcome:</p> <ul style="list-style-type: none">• <i>The Unit is managed in an efficient and effective way in which optimises outcomes for residents, families and staff.</i>

	Performance Indicators: <ul style="list-style-type: none"> Assumes charge of ward/unit when the Nurse Unit Manager or Associate Nurse Unit Manager is absent. Attends and participates in the ward/unit meetings on a regular basis, and in resident/family care conferences as required. Attends and participates in resident conferences, and in other care related meetings. Participates in orientation of new staff. Assists with collaborative rostering.
Key Selection Criteria:	<ul style="list-style-type: none"> AHPRA Registered Nurse (Division 1). Experience working in Aged Care. Current National Police Check. Computer literacy Understanding of aged care legislation and funding process Well- developed communication and interpersonal skills and ability to articulate clear decision-making processes. Experience of, and commitment to, Aged Care Accreditation with an emphasis on evidence-based practice. <ul style="list-style-type: none"> Ability to maximize Commonwealth revenue through timely and accurate AN-ACC claims. Ability to interpret and apply Enterprise Agreement (Nurses) in the Workplace. 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. Current "Working with Children Permit". NDIS Worker Screening Check.
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.
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. It is the responsibility of every staff member to be familiar with Health Service-wide and specific Department Policies & Protocols.
Person Centered Care:	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

	<p>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:	<p>Revised March 2011, May 2014, Sept 2022 Aug 2024</p>
Current:	<p>June 2025</p>

Managers Name:	Maria Fox (Jacaranda Lodge) Anup Jose (Logan Lodge)
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