



Swan Hill
District Health
Connected Care. Best Experience.



Inclusive

Compassionate

Progressive

Accountable

Director of Nursing Ageing and Care At Home 1.0 FTE

Now is the perfect time to join Swan Hill District Health's clinical leadership team.

We are seeking someone that is passionate. Someone that can provide high quality leadership and management within Residential Aged Care Units – Logan Lodge in Swan Hill and Jacaranda Lodge at Nyah West, and be the Director supporting District Nursing, Community based Palliative Care, Subacute and Care at Home.

This key leadership role is responsible to provide operational support for aged and care at home services within SHDH, including consumer's journey into aged care, family support through this process, staffing and staff wellbeing, safety and building a culture of continuous quality improvement, care in the community, inpatient care outside of hospital and rehabilitation care.

The role is focused on providing Best Practice quality care across services.

Key Selection Criteria:

- Current AHPRA registration (Division 1).
- Significant experience in the aged care sector.
- Demonstrated skills in financial elements of AN-ACC, CHSP, and NWAU.
- Knowledge and understanding of relevant Aged Care legislation, Aged Care Quality Agency Accreditation and My Aged Care access and utilization, and National Standards
- Current clinical knowledge and expertise in aged care.
- Highly developed IT skills with experience in using Management Advantage.
- Excellent communication and interpersonal skills and an understanding of Human Resource Management.
- Post graduate qualification in management or health administration.
- 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.

About Swan Hill

About Swan Hill District Health: Work/life balance is of the utmost importance to us here at Swan Hill District Health. We provide a dynamic workplace with generous Employee Benefits and re-location assistance to successful applicants. Attractive benefits offered by the organisation include:

- Well supported team environment and Professional development and education programs
- Salary packaging benefit and employee wellness program
- Relocation assistance available

For More Information?

For a position description and information on how to apply please visit: <https://www.shdh.org.au/employment/>
Applications will only be accepted if they contain a CV, Application for Employment form and Cover Letter addressing the Key Selection Criteria. Applications can be forwarded to: employment@shdh.org.au

Aboriginal and Torres Strait Islander people are encouraged to apply.
Closing Date: Wednesday 31.12.2025



POSITION DESCRIPTION Clinical Services

Position:	Director of Nursing – Aged and Care at Home
Classification:	ZE7
Department:	Clinical Services from the units of Residential Aged Care, Subacute, District Nursing, Community Based Palliative Care and Hospital in the Home- based in Jacaranda Lodge
Reports to:	Executive Director of Clinical Care and System Improvement
Position Summary:	<p>To provide high quality leadership and management within Ageing and care at home services at SHDH. Direct Line Manager for Logan Lodge, Jacaranda Lodge, Subacute, District Nursing, Community Based Palliative Care and Hospital in the Home.</p> <p>This position provides operational support to ensure nursing care is coordinated within these units, that there is consumer/patient/client and family support through the process. This position is focused on expanding the care at home component of the business, and efficient provision of care in all areas, as well as building a culture of continuous quality improvement and providing Best Practice safe care of a high standard.</p> <p>Staff Safety and wellbeing is at the core of this position and focusses on staff finding joy in work, and being supported to thrive and develop and work to their full scope of practice.</p>
Responsibilities:	<ul style="list-style-type: none">• Efficiently manage all services under reporting line ensuring all outcomes for people receiving care and organisational targets are achieved.• Monitor and maintain AN-NAC, NWAU and other funding revenue, supports required safe ratios and waiting list management to optimise financial performance.• Ensure compliance of Aged Care Accreditation standards, National Standards, National Disability Insurance Scheme and other legislated standards as required.• Plan, promote and participate in staff training and development to ensure provision of evidence based care for all persons.• Liaise with relevant stakeholders, internal and external, to ensure appropriate provision of care.• Demonstrate a sound understanding of the SHDH strategic plan to lead and develop the contribution of clinical services to organisational goals and objectives.• Actively promote a culture which supports contemporary and evidence based practice and encourages innovation. Drives Better@Home.• Preparation of proposals for relevant executives of potential and actual service trends and innovations to optimise care outcomes and staff satisfaction.• Ensures and managed staff compliance with mandatory training requirements (organisational and professional).• Drive and develop the Victorian Government Better@Home initiative at SHDH and in the community.• Responsible for the overseeing the maintenance and review of nursing policies and procedures within the Acute Clinical Services division.• Participates in the strategic planning process of nursing services.• Participates in dispute resolution and conflict management processes.• Completes performance appraisals for particularly nursing staff relevant to the position.• Develops in consultation with Occupational Health & Safety Officer

	<p>appropriate return to work programs for nurses on Work Cover and monitors progress of same.</p> <ul style="list-style-type: none"> • Deputises for Executive Director– Clinical Services when required.
Key Selection Criteria	<ul style="list-style-type: none"> • Current AHPRA registration (Division 1). • Significant experience in the aged care sector. • Demonstrated skills in financial elements of residential aged care, including a thorough understanding and practical knowledge of ACFI. • Knowledge and understanding of relevant Aged Care legislation, and My Aged Care access and utilization, similar evidence of knowledge of Better@Home innovation, Rehabilitation and community based nursing services (District and Community Palliative Care). • Current clinical knowledge and expertise in care of the ageing person requiring services and care. • Highly developed IT skills with experience in using Management Advantage. • Excellent communication and interpersonal skills and an understanding of Human Resource Management. • Evidence of team leadership and understanding of organizational psychology. • Evidence of innovative projects led previously and the impact of these. • Post graduate qualification in management or health administration. • Current National Police Record Check. • Current “Working with Children Permit”, National Disability and Insurance Screen Worker 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 immunization for all vaccine preventable illnesses.
Salary/Award:	Nurses and Midwives (Victorian Public Health Sector) Single Interest Employer Agreement 2024-2028.
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:	<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 to 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 your safety and the safety of others while at work. • Report accidents, incidents and potential hazards as soon as reasonably practicable to your supervisor and record on VHIMS reporting system. • Advise your supervisor if you have an injury or illness that may affect your ability to perform the inherent requirements of your 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.
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	<p>July 2016, March 2021, Feb 22, June 22.</p>
dates: Current:	<p>Sept 23, Dec 25</p>
Managers Name:	<p>Chloe Keogh</p>
Managers Signature:	
Employees Name:	

Employees Signature:		
Prompt Doc No: SHDH0199028 v1.0		
First Issued: 02/02/2023	Page 1 of 3	Last Reviewed: 18/09/2023
Version Changed: 02/02/2023	UNCONTROLLED WHEN DOWNLOADED	



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