Swan Hill District Health
Connected Care. Best Experience.



Inclusive	*Compassionate*	*Progressive*	*Accountable*

DIRECTOR OF NURSING
Jacaranda Lodge
RN64

A full-time position is available for a **Director of Nursing** to join our enthusiastic team of health professionals in the aged care department of **Jacaranda Lodge, Nyah West** at Swan Hill District Health.

Position Overview

We are seeking an experienced, motivated and dynamic Director of Nursing to lead Jacaranda Lodge Aged Care at Swan Hill District Health. Reporting to the Director of Nursing: Ageing and Care At Home The Director of Nursing is responsible for providing strategic and operational leadership to ensure the delivery of safe, high-quality, person-centred care to all Individuals. The role oversees clinical governance, workforce management, accreditation compliance, continuous quality improvement initiatives, and the effective operation of the residential aged care service in accordance with legislative and regulatory requirements.

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 NDIS Worker Screening Check
- 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

Mandatory requirements (remove or add as per position description)

- Current National Police Check, or will to obtain.
- Working with Children's Check, or will to obtain.
- NDIS worker screening check, or will to obtain.
- Evidence of immunisation records/history as part of the Health Services Act 1988, 2020 Amendment (Mandatory Vaccination of Healthcare Workers).

About Swan Hill: Swan Hill is situated in North-West Victoria. Located on the beautiful banks of the Murray River with multiple tourist attractions and community events in the surrounding region.

About Swan Hill District Health: Swan Hill District Health is a 143 bed (including Aged Care), fully integrated rural public health facility servicing a greater community of around 35,000 people. At Swan Hill District Health (SHDH), our vision is to provide connected care, best experience for our community.

SHDH is a compassionate, family friendly employer where every employee is a valued team member. Whilst encouraging and supporting work/life balance, SHDH also provides:

®A dynamic workplace ®Discounted Corporate gym memberships
®Salary Sacrifice/Packaging ®Professional Development opportunities
®Employee Assistance Program

Attract Connect Stay; our community are excited to see you and your family arrive. Let us help you connect; schools, partner employment, clubs, housing and the things that matter to you when building your new life.

To apply for this position please email your Cover letter responding to the Key Selection Criteria and up-to-date CV, via our SHDH Website link SHDH Apply for this Job

You will find the position description on our website – Vacant positions

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. If you require any reasonable adjustments to the recruitment process or the role, please let us know by contacting **employment@shdh.org.au**

Applications close: 30th November 2026

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

Position:	**DIRECTOR OF NURSING (Jacaranda Lodge)**
Classification:	RN64
Department:	Jacaranda Lodge
Reports to:	Director of Nursing: Ageing and Care at Home
Position Summary:	The Director of Nursing provides strategic, clinical and operational leadership for **Jacaranda Lodge Aged Care** at **Swan Hill District Health**, ensuring the delivery of safe, high-quality, person-centred care that promotes individuals' dignity, wellbeing and quality of life. The role is accountable for the effective management of the residential aged care service, including clinical governance, accreditation and regulatory compliance, risk management, quality improvement, financial stewardship, workforce leadership, and the achievement of organisational objectives. Working collaboratively with individuals in care, families, multidisciplinary teams and external stakeholders, the Director of Nursing leads service innovation, change management and the delivery of evidence-based care to achieve positive individual outcomes. The position also drives workforce planning, staff engagement, education and professional development, fostering a culture of excellence, continuous improvement and individual-centred care while ensuring a skilled, capable and sustainable workforce.
Responsibilities:	Key Performance Indicators (KPI's) will be established between the Director of Nursing: Jacaranda Lodge and the Director of Nursing: Ageing and Care at Home to support the following accountabilities and duties: **Management** • Feedback management for both individuals and staff to maintain the high-quality standards and action in timely manner. • Roster management of clinical and admin staff • Liaise with Educators, Clinical Care Co-Ordinator and ensure education program is fit for purpose and contemporary. • Provide leadership and direction to ensure Strengthened Aged Care Quality Standards and legislative compliance. • Monitor care provision to ensure utilization of evidence-based practice methods. • Assess and evaluate staff competence ensuring probation review and My Work Plan are conducted in timely manner. • Ensure co-ordination of Infection prevention and control education, infection prevention and control reporting and infection control activities in liaise with IP&C Clinical Consultant and IP&C lead • Liaise with multidisciplinary 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. • Recruitment of clinical and admin staff ensuring good skill mix • Ensure lifestyle programs are contemporary and person-centered. • Promote work culture and support/mentor staff, including leading by example at all times.

	• Liaise with Finance team and coordinate admission and discharge, ensure bed occupancy maintained at all times **Clinical Care** • Provide direct individual care as required and clinical supervision and advice to nursing 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 • Ensure that clinical and specialised nursing care needs of individuals are being met and documented in individual care plans • Implement and ensure adherence to the clinical governance framework for Strengthened Aged Care Quality Standards in line with required governance and operational requirements, including but not limited • Ensure individuals care plan and documentation reflect their current needs- meeting organizational and Strengthened Aged Care Quality Standards • To develop and maintain positive working relationships with all stakeholders and individuals • Ensure demonstration of Clinical knowledge, Incident Management, MARS audits and Quality Indicators in timely manner **AN-ACC Optimization** • Liaise with Clinical Care Coordinator and coordinate and actively participate in the implementation of assessments and care planning for individuals in care • Ensure individual assessments, initial care plans/reviews and other relevant • clinical documentations are completed accurately and reflect the complete individualized needs of the individual and legislative requirements; • Participate in AN-ACC validations and optimizations; liaise with external stakeholders as appropriate in collaboration with Clinical Care Coordinator • Follow up and action of any documentation anomalies or discrepancies that impact on, or have the potential to impact on, appropriate funding for individuals; • Work closely with Clinical Care Coordinator to facilitate, support, and coordinate a comprehensive AN-ACC approach to individual care. • Submission of AN-ACC classification for review for all individuals in care as required via MAC Portal • Promote a culture of staff undertaking responsibility for completing documentation accurately, completely and in required timeframes
Key Selection Criteria:	• AHPRA Registered Nurse, (Division 1). • Experience as a RN, ANUM or NUM experience in Aged Care. • Demonstrate authentic and visionary leadership • Sound understanding of aged care legislation and funding processes. • AN-ACC and Rostering Experience • 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. • Ability to work autonomously

	• Ability to foster and promote good work culture- leading team to success • Good understanding of Feedback management, Dimensions (Rostering), VHIMS (incident management), MARS (Audit), MANAD (electronic record system) and MedSig (electronic medication process) and clinical follow up. • Computer literacy with excellent written and communication skills. • Relevant postgraduate qualifications and Postgraduate Gerontology nursing qualification- Preferred • Current National Police Record Check. • 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 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:	• 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:	• 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 encouraged to participate in the provision of quality health care. 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.
Child Safety:	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. SHDH have zero tolerance to child abuse. Each employee has a responsibility to adhere to this requirement. Any breach of this standard will result in disciplinary action.
Our Purpose:	**Connected Care / Best Experience** 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.
Privacy and Confidentiality:	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. 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.
Mandatory Training:	All employees must be aware of and complete designated mandatory training within the required time frame.
Safety:	**RESPONSIBILITIES: It is the responsibility of every staff member to:** • 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:	Staff with asset management responsibilities are required to adhere to the Asset Management Policy and Protocols.
Review:	Completion of My Work Plan on a yearly basis.
Previous Revision dates: **Current:**	July 2016, March, 2017, Nov 2020, Feb 2022, April 2024, Aug 2025 Sep 2025, November 2026.
Managers Name:	Maryjane Mitton
Managers Signature:	
Employees Name:	
Employees Signature:	

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APPLICATION FOR EMPLOYMENT FORM

(To be attached to application)

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