



Exceptional Care For You

JOB TITLE Casual Registered or Enrolled Nurse
DATE January 2024
REPORTS TO Paola Herrera, Operations Manager

JOB DESCRIPTION

Purpose To provide best practice care to clients as required in the community.

Main duties and responsibilities

- Development of excellent professional relationships with our clients
- Attending to nursing needs as required in a timely and professional manner
- To liaise with the Operations Manager regarding clients' needs, care delivered any professional concerns and any changes in care required
- Completion of all necessary documentation
- Completion of administrative tasks associated with nursing clients and nurses such as charts, progress notes, referrals etc.
- Compliance with the policies and procedures of Exceptional Care For You
- Adherence with Australian Nursing and Midwifery Standards of Practice

Other duties This job description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. You will be expected to perform other job-related tasks requested by management and as necessitated by the development of this role and the development of the business.

PERSON SPECIFICATION

Qualifications

- Registered or Enrolled Nurse

Experience

Required

- Minimum completion of Graduate Year

Preferred

- Community experience
- Disability experience

Knowledge

- Knowledge of disability and aged and acute nursing
- Knowledge of Covid safe practise, infection control and current Covid restrictions.

Skills & competencies

Clinical Skills

- Wound care
- Diabetes management
- Medication administration
- Assessment skills
- Spinal injury care



Exceptional Care For You

- **Identification of deterioration:** Well developed ability to identify, report and ensure all necessary action is taken when a client's condition deteriorates.
- **Educations skill:** Ability to educate disability support workers and carry out assessments as required to meet needs of clients.
- **Client focused:** The client must be the focus of all care and Design, maintenance and review is carried in consultation with the client or their delegate.
- **Customer service focused:** Committed to providing exceptional customer service across all channels – written, phone and face to face.
- **Communication:** The ability to communicate clearly, concisely and authentically and varying communication style depending upon the audience.
- **Attention to detail:** Excellent attention to detail and written skills when communicating with others, both internally and externally.
- **Teamwork:** Willingness to assist and support others and work effectively with all Exceptional Care For You team members
- **Time management/organisation:** Accomplish objectives effectively within time frame given, and carry out administrative duties within portfolio in an efficient and timely manner.
- **Professional Liaison:** Liaise with other health care professionals both internally and externally to ensure best practice care.

Personal Attributes

- Professional approach
- Ability to work under pressure
- Organisational and time management skills
- Excellent attention to detail
- Confident manner
- Positive approach to change
- Punctual
- Reliable

Other

- Current Disability Worker's Screening Check
- Current Driver's License
- Current unrestricted AHPRA registration
- Immunisations as per Government requirements