

POSITION DESCRIPTION

Position Title	Clinical Care Coordinator	Position Number	114
Service Area	James Watson Centre		
Remuneration	RN Level 3	Position FTE	1.0 (38 hours per week)
Reporting to	Manager Aged Care Services		
Supervision of	Registered Nurse, Enrolled Nurse, Personal Care Worker, Laundry Assistant, Personal Assistant		
			Updated December 2022

Our Vision, Mission and Values

Our Vision

A community where everyone has a safe and secure place to call home.

Our Mission

To provide opportunities, pathways and care to vulnerable people who find themselves without a home.

Our Values

St Bart's aims to foster a culture that embraces our values and which reflects what we believe will deliver the best outcomes for our clients and services delivered.

The St Bart's Values form the basis of all employee behaviour. All employees of St Bart's are expected to demonstrate the Values when carrying out the duties of this position.

- Empowerment** We create a community where everyone believes they have the ability to make a difference.
- Innovation** We foster an environment where creativity thrives.
- Commitment** We have the courage and determination to make it happen.
- Collaboration** We work together to achieve shared goals.
- Social Justice** We believe everyone has a right to equitable treatment, dignity and compassion.

Position Overview

The Clinical Care Coordinator is the registered nurse responsible for providing clinical leadership and management of all aspects of clinical care. They work with a team of professionals, consumers and their families to deliver high quality clinical and lifestyle services to the residents of James Watson Aged Care Centre. The Clinical Care Coordinator contributes to the development

**We're by
your side.**



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of nursing and health policy to ensure the delivery of high-quality clinical care and lifestyle services to the consumers of James Watson.

Key Responsibilities

- Responsible for ensuring that the clinical standards of care delivered meet or exceed the aged care standards of care and NDIS practice standards.
- Act as a consultant to junior nursing staff in the delivery of nursing care with a focus on the complex health and mental health issues that present in the James Watson consumers.
- Provide clinical leadership and to ensure the delivery comprehensive nursing services of high quality clinical and personal care that actively promotes a person-centred trauma informed philosophy.
- Facilitate and coordinate new resident admissions and maintain occupancy targets.
- Manage consumers clinical care needs ensuring documentation and assessment processes are reflective of consumers' needs and completed in line with requirements.
- Provide senior specialist advice on key clinical issues.
- Contribute to the achievement of established goals and objectives with a continuous improvement focus and contribute to the service accreditation process.
- Review feedback, complaints, incidents, and hazards and identify areas for improvement or celebration.
- Conduct clinical audits in line with audit cycles/schedules, including quality and WHS audits and ensure all indicators are managed.
- Effective management of human and other resources including staff recruitment, roster management, medical supplies and equipment as directed by Manager Aged Care Services.
- Manage, support, coach, monitor and mentor the clinical care team in the provision of quality care including performance management.
- Contribute to regular management meetings and lead monthly clinical risk and service meetings.
- Support the Manager Aged Care Services in identifying and addressing any educational/training needs for the nursing and clinical care staff.
- Provide reports as required to the Manager Aged Care Services.
- Participate in on call for advice relating to clinical issues for James Watson Centre.

Additional Objectives for all St Bart's employees

- Ensure personal health and safety at work and that of others complying with all Work Health and Safety requirements and as directed by St Barts.
- Participate in the St Barts Immunisation Program in line with specific position requirements, including any applicable pre-employment and/or ongoing immunisation as determined by St Barts.
- Understand, comply with, and adhere to the St Barts Code of Conduct, all other policies,

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procedures and work practices, and complete all necessary OneVault requirements within set timeframes.

- Participate in, and contribute to, all St Barts Quality Improvement and Risk Management programs, to encourage and promote organisational performance and deliver better consumer outcomes.
- Participate in and provide support in all accreditation, compliance and national standards activities as required.
- Participate in essential and/or mandatory training annually as required and directed.
- Have collaborative working relationships with the team and internal customers, and actively contribute to all team meetings and effectiveness of the team function.
- Perform other duties as directed.

Selection Criteria	
Education	
Current registration as a Nurse (Division 1) with Australian Health Practitioner Regulation Agency (AHPRA)	Essential
Experience	
Significant demonstrated relevant work experience relevant to the position	Essential
Experience with meeting the requirements of the Aged Care Quality standards and the <i>Aged Care Act 1997</i>	Essential
Knowledge, Skills and Abilities	
Ability to work independently, maintain accountability and demonstrate a consultative approach	Essential
Strong consumer service and clinical management skills	Essential
Strong time management skills and the ability to work effectively under pressure	Essential
Well-developed communication skills, both written and verbal with all internal and external stakeholders	Essential
Sound computer skills, confidence to use Microsoft office packages and clinical information systems	Essential
Thorough understanding of continuous improvement principles and quality management systems	Essential
Other	
Current NDIS Worker Screening Check	Essential

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A current WA "C" Class Drivers Licence	Essential
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Declaration

I accept the responsibilities as outlined in this position description, and understand that these may be updated from time to time in accordance with operational and organisational requirements. I commit to role modelling St Bart's values and commit to the Code of Conduct while undertaking my duties.

Employee

Name

Signature

Date
