

Assistant in Nursing

Position Details

Directorate:	Large Residential Centres and Specialist Supported Living	Business unit:	Large Residential Centres//Specialist Supported Living
Position number:	tbc	Classification/grade:	Assistant In Nursing
Location:	Sydney Metro and regional areas	Reports to:	Residential Unit Nurse Manager
Operating budget:	n/a	Number of reports: (direct/indirect)	nil
		Delegation level:	n/a

Primary purpose of the position

Deliver quality client nursing and support services consistent with the Disability Service Act 1993 and ADHC policies and procedures for working with people with disability.

About our Agency

Ageing, Disability and Home Care, Department of Family and Community Services NSW, is one of the largest human services agencies in NSW. We provide support and services to more than 260,000 older people, people with disability and their carers in NSW.

Five **values** influence every aspect of how we work with each other, with our clients and with our agency partners. They form the basis of all business relationships, decisions and actions:

Client Focus - client need is the rationale for our activities

Equity - equitable and accessible services within available resources

Integrity - honesty openness and accountability in dealing with others

Performance - striving for excellence and continuous improvement

Valuing People - recognising our people

The delivery of effective support and assistance to people with a disability is a complex combination of activities; it requires an integrated approach where all those involved work together to enhance an individual's quality of life.

ADHC has experienced significant growth and change as services and programs are strengthened to meet community demand. In 2006, the NSW Government released a 10 year plan (*Stronger Together*) outlining its direction and priorities for disability services in NSW.

Stronger Together Two (2011-2016)

Stronger Together Two (2011-2016) is the second phase of a ten year plan to reform disability services in NSW. Building on the success of the first five years, *Stronger Together Two* commits to achieving the best possible outcomes for people with a disability.

To do this, *Stronger Together Two* seeks to develop a more efficient, flexible and expanded mix of services that better align to people's needs. This will be achieved through four areas of effort which will be the focus of the second phase:

- **Person-Centred approaches** - enabling people with a disability to be key determiners in how support resources are used.
- **A Lifespan approach** - increasing certainty by building long-term pathways through the service system.
- **Large residential centres** – redevelopment of all centres; and
- **A service system with the right capacity** - ensuring that the resources are available in ways that meet people's needs efficiently and at the right quality and time.

These key priorities are underpinned by changes in four key reform areas across ADHC: Early Intervention and Prevention, Person Centred Approaches, Supported Accommodation and Large Residential Centres.

The Large Residential Centre and Specialist Supported Living (**LRCSSL**) Directorate is responsible for:

- providing specialised direct care services within contemporary accommodation models for selected ADHC clients with special care needs.
- planning for the redevelopment of ADHC operated large residential centres in line with Stronger Together: A new direction for disability services in NSW 2006-2016.

Key outcomes/accountabilities

The Assistant in Nursing:

- Delivers services in line with current support service philosophy which promotes improvement in quality of life and fosters independence for people with disability who have a range of functional abilities and complex needs.
- Delivers person centred support services consistent with individual / lifestyle plans and willingness to seek out and obtain advice from more experienced staff on complex client matters.
- Completes required administration effectively for records management.
- Ensures an effective standard of service provision utilising quality assurance and continuous improvement principles.
- Works and cooperates within a team to ensure consistent service delivery.
- Undertakes a commitment to employment equity and diversity, occupational health and safety (OHS), risk management and ethical practices.
- Builds working relationships with Large Residential Centres/ Specialist Supported Living nursing staff, local community partnerships (including families and carers) and with other stakeholders both within and external to ADHC.
- Ensures the systematic approach to implementation of new / revised policy and process through participating in staff briefings and undertaking training where required.
- Undertakes duties as described in the Assistant in Nursing Direct Support Activities and Tasks.

Key challenges and influences

- The ability to implement and adapt the delivery of services in a complex and changing environment transitioning to contemporary accommodation and support models.

Capabilities required for the position

Capabilities are a combination of the key skills, knowledge and abilities required to competently perform this position. Each capability has a number of elements at progressive levels. For this position, level requirements are summarised below. These behaviours are often generic and are to be **read in context** of the **key accountabilities**. For more detailed information on the NSW Public Sector Capability Framework visit www.pscapabilities.nsw.gov.au.

Capability	Underlying Element	Corresponding framework level
Organisational Culture capabilities define employees as a group of people working together to deliver better outcomes for the people of NSW. They characterise the flavour of work in the sector and how we relate together and with others.		
Customer Focused	Demonstrates Service Orientation: Demonstrates an awareness of who the internal and external customers are, and the type and level of service required.	1
	Demonstrates Responsiveness: Strives to meet agreed timelines and deliver on promises.	1
Culturally Aware	Is Culturally Aware: Treats people with respect and courtesy and receptive to the positive contribution others can make.	1
Works as a Team	Demonstrates Commitment to the Team: Understands the need for teamwork and participates with other team members to attain expected work outcomes.	1
	Treats others Fairly and Equitably: Performs work activities consistent with equity related processes and procedures.	1
	Resolves Conflict: Maintains a calm professional approach in conflict situations and refers to a supervisor where appropriate.	1
Takes Ownership	Plans and Organises: Organises own work and monitors progress according to work unit expectations, routines and procedures.	1
	Initiates Change: Supports change management initiatives in the workplace.	1
	Understands Operational Environment: Seeks and applies workplace policies and practices to work activities (notably OH&S procedures and guidelines).	1
	Acts Proactively: Recognises and acts upon current opportunities and actively seeks out information to solve problems.	1
	Acts with integrity: Demonstrates openness and honesty in dealing with other.	1
Builds Strategic Partnerships	Understands Government Structure and Key Stakeholders: Understands the organisations and government structure, and their wider community.	1
	Builds Relationships and Networks: Develops interactive relationships with colleagues to exchange ideas and achieve work goals.	1
Direction and Capacity to Deliver capabilities define how we go about planning, leading, managing and evaluating all that we do, minimising risks, ensuring that our goals and priorities are met, and define specific skills, knowledge and abilities which are needed in particular jobs.		
Communication	Uses Written Communication Effectively: Creates basic documents using clear, concise and grammatically correct language.	1
	Communicates Verbally: Listens and relays information clearly to others.	1
	Presents Verbally: Listens and relays information clearly to others.	1
	Influences and Negotiates: Engages clients and colleagues and reaches agreement on services or work outcomes.	1
Technology	Uses Technology: Uses computer hardware and windows based software applications at a basic level.	1
	Harnesses technology: Appropriately uses computer applications and business equipment relevant to own job.	1
Technical/Professional Leadership	Knows Role and Organisation: Understands and utilises work instructions, procedures and documentation in own area to meet expected standards.	1
	Technical/Occupational/Professional Knowledge: Understands and utilises work instructions, procedures and documentation in own area to meet expected standards.	1

	Develops and Maintains Capabilities: Willing to learn and take up new learning opportunities.	1
	Applies Technical/Professional Expertise: Follows detailed procedures and understands and interprets instructions.	1
Client Engagement	Understands Clients Needs: Provides prompt and courteous client services that meet client needs and the level of service required.	1
	Ensures Quality Service Delivery: Understands the level of service required of their role and follows established procedures and guidelines for client service.	1
	Resolves Issues: Models appropriate and effective behaviour when in conflict situations.	1
	Strives for Continuous Improvement: Commitment to the delivery of quality services.	1
	Demonstrates Professional Empathy: Applies awareness of the needs of both colleagues and clients in undertaking job role.	1

Other requirements

Qualifications, experience and registrations

- Certificate III in Aged Care (CHC 30208).
- Current First Aid Certificate
- Current drivers licence

Important Information

All ADHC employees are required to comply with policies and guidelines for employment equity and diversity; ethical and fair workplace practices; occupational health and safety; and, the Code of Conduct to ensure professionalism in the workplace.

Appointments to ADHC are subject to reference checks. Some positions may also be subject to a criminal record check and a 'Working with Children Check'.

Visit the ADHC internet site (<http://www.adhc.nsw.gov.au>) for further important information about ADHC roles services and operations, and privacy (how we use your information).

Certification

.....on file.....

Executive Director

Strategic Human Resources

Date: 16/08/11

..... on file.....

Executive Director

Large Residential Centres

and Specialist Supported Living Date: 15/08/11