

POSITION:	NURSE UNIT MANAGER LEVEL 2 RESIDENTIAL UNIT & VIRTUAL RESIDENTIAL PARENTING SERVICE
HOURS:	Permanent 38 hours per week – plus ADO
OPERATIONAL BASE:	Carramar, Sydney NSW
AGREEMENT:	The Named NSW (Non–Declared) Affiliated Health Organisation’s (AHO) Nurses Agreement 2017
VACCINATION CATEGORY:	A HIGH RISK
RESPONSIBLE TO:	Responsible to the Director of Clinical Services

About the Opportunity

An exciting opportunity exists for a Nurse Unit Manager to lead a multidisciplinary team at the Karitane Carramar inpatient Residential Unit and the Virtual Residential Parenting Service. The Carramar Residential Unit is a tertiary service offering an intensive inpatient program over 4 nights and 5 days to families in NSW experiencing significant parenting challenges with children aged 0-5 years of age. The Virtual Residential Parenting Service is an innovative virtual modality of service provision which involves the delivery of a virtual residential intensive program to families over a 4 night 5 day period. The Nurse Unit Manager will lead the successful implementation of this program by supporting the team and the organisation.

The Named NSW (Non – Declared) Affiliated Health Organisation’s Nurses Agreement 2017 states that the Nurse/Midwifery Unit Manager is:

“The registered nurse in charge of a ward or unit or group of wards or units in a public hospital or health service or public health organisation” and is responsible for the coordination of patient services, unit management and staff management.

Terms used and their meaning:

- The term patient also refers to client, consumers, parents, carers and children depending on the clinical context.
- The term health care team also refers to the multidisciplinary team and includes the nursing team within the clinical context.
- The term ward or unit also refers to a service, clinic or centre for which the Nurse Unit Manager is the manager and is responsible and accountable.

PRIMARY FUNCTION:

The Nurse Unit Manager will provide strategic and operational leadership and management responsibilities for the Carramar Residential Unit & Virtual Residential Parenting Service to ensure day to day operational management, coordination and quality care is provided by the multidisciplinary team.

The Nurse Unit Manager will:

- Lead, direct and coordinate client care within the Residential Units.
- Ensure that clinical practice is safe and efficient, while maintaining standards of care.
- Manage the budget and business processes of the residential units.
- The Nurse Unit Manager will work in collaboration with the executive team to plan, implement, and evaluate nursing services, policies and practice across the residential unit models.

KEY ACCOUNTABILITIES

- Lead, direct and coordinate care of families in the residential units.
- Facilitate collaborative teams in the delivery of client care.
- Use client and carer feedback to inform service delivery.

- Establish and maintain the use of evidence based practice in the delivery of nursing care.
- Strive for the use of best practice and contemporary nursing knowledge in the delivery of Child & Family Health nursing.
- Be an exemplary role model for the organisation
- Establish and maintain relationships and trust.
- Create an empowering work environment that enables the transfer of knowledge into practice.
- Have an awareness of broader professional and health care issues and activities.
- Inspire and support others to achieve their potential.
- Enable others to achieve a shared vision.
- Ensure that human, physical and financial resources of the residential units are managed.
- Participate in problem solving matters related to the functioning of the unit.
- Establish and maintain processes to facilitate performance improvements.
- Monitor and maintain a safe environment for all families, staff and visitors.

KEY SELECTION CRITERIA:

- Registered Nurse with a current licence to practice from the Australian Health Practitioners Regulation Agency (AHPRA).
- Relevant child and family health tertiary qualifications within the child & family health specialty.
- Demonstrated understanding of child and family health primary, secondary and tertiary services and how they support families
- Demonstrated understanding of The First 2000 Days framework
- Qualifications in leadership and management or demonstrated experience and skills within the healthcare setting.
- Demonstrated ability to evaluate clinical services and manage change.
- Proven ability to create and maintain a positive workplace culture and articulate and achieve a vision for child & family health
- Demonstrated computer literacy and confidence in using Microsoft and other relevant health care information systems.

CONDITIONS OF EMPLOYMENT

The majority of Karitane's services close for approximately two weeks over the Christmas/New Year period, during which time employees are required to take leave.

Karitane supports a smoke free environment including grounds, buildings and vehicles. Applicants will have a commitment to EEO & WHS, ethical practice and the principles of cultural diversity.

Relevant Police Check, Working with Children Check, Apprehended Violence Orders and prior employment checks, including relevant disciplinary proceedings, will be conducted on recommended applicants.

About Karitane

Karitane is a leading not-for-profit provider of parenting support services based in NSW. We support parents with children from birth to five years around sleep and settling, establishing routines, feeding and nutrition, toddler behaviour and pre and postnatal anxiety and depression. Karitane delivers this support through residential services, parenting centres, integrated care hubs, community programs, perinatal infant mental health clinics, specialised toddler clinics and leading-edge virtual care services. We have a centralised intake system where all referrals are triaged and allocated to services that best meet clients' needs.

Our Care

Karitane staff provide safe, effective, family-centred quality care consistent with the organisation's mission, philosophy, values and standards of care, and adhere to the Professional Code of Conduct.

Our Vision: Leaders in early parenting services that empower families and children to be confident, safe and resilient.

Our Values: Respect, Innovation, Collaboration, Excellence

Our Vision

Leaders in early parenting services that empower families and children to be confident, safe and resilient.

Our Mission

To provide accessible, evidence based services that support families to parent confidently. Through research, advocacy and collaboration we promote excellence in our care across a diverse community.

Supporting Our People

Karitane is a family-friendly, flexible workplace with a strong culture of success that reflects our values of innovation, excellence, respect and collaboration. We are a passionate, dynamic and highly engaged team making a difference to families' lives. We support each other and provide excellent professional development opportunities. We offer a comprehensive well-being support package, Employee Assistant Program, Perkbox Reward & Recognition program and discounted gym membership. If you come from NSW Ministry of Health or other affiliated health organisations you can transfer your leave entitlements to Karitane.

Our Values

1. Respect - Our Relationships

Our relationships are characterised by respect, support and a recognition of the value of every individual. Each family & child, colleague and care partner is important to us. We value our diverse backgrounds and professional approaches that contribute equally to Karitane's success in providing care.

2. Innovation –Our Future Focus

We commit to creative and innovative approaches to our work informed by ongoing research, increasing knowledge, evidence based practice and contemporary approaches to care. We seek new opportunities for delivering services that are sustainable and transforming for the families we serve.

3. Collaboration - Our Partnership Approach

We seek to collaborate with our families, our colleagues and care partners to achieve our purpose. We build our partnerships through effective teamwork, shared decision making, our caring and supportive approach and appropriate and timely communication.

4. Excellence - Our Standard

We strive for excellence in our work supported by effective leadership, professional, transparent and accountable practices, cultural awareness and a commitment to continuous learning.

KEY CHALLENGES

- Ability to change and adapt to new models of care and changing clinical practices based on evidence and research.
- Managing all aspects of the residential units to ensure high quality client care is delivered.

UNIVERSAL STATEMENT OF OBLIGATIONS EDUCATION AND PROFESSIONAL DEVELOPMENT

- Identifying knowledge in areas of improvement and pursue appropriate continuing education and clinical updating.
- Attend mandatory education in Fire, Manual Handling and any other training courses specified by management which will enhance personal development and productivity requirements.
- Recognise and respond to the need for accurate health promotional information for clients, visitors and other members of staff.

CLINICAL AND/OR CORPORATE GOVERNANCE

- Identifying the needs of clients, visitors and where possible adapt services to meet those needs.
- Understand the accreditation processes within Karitane and participate in the implementation of improvement strategies.

CODE OF CONDUCT

- Adhere to the Ministry of Health NSW Code of Conduct and CORE values.
- Demonstrate accountability and ethical behaviour in the performance of all duties.
- Respect the physical, emotional, social and spiritual needs of the client and their carers, including their right to be involved in decision-making affecting their health care.
- Report any suspected cases of child neglect or abuse to immediate manager.

- Be aware of medico/legal responsibilities.
- Maintain confidentiality and privacy at all times.
- Report suspected or actual; fraud associated with the workplace

WORK HEALTH & SAFETY, SECURITY AND FIRE SAFETY

- Maintain a current driver's licence and provide a photocopy of same at annual performance appraisals.
- Adhere to Karitane's Work Health and Safety policy and procedures.
- Commitment to and understanding of NSW Health Smoke Free- free Health Care Policy
- Assist with the security of the building through the correct handling of keys.
- Report any damage or repairs required to buildings, furniture and equipment to the appropriate supervisor so that repairs can be arranged.
- Adhere to Karitane's procedures for 'Risk Management' of identified risks.
- Ensure all office equipment and lighting is turned off and work area is secure before leaving each day.
- Attend education sessions regarding WHS, security & fire safety.
- Follow the protocols for Incident Management & Reporting.
- Participate in security risk identification/assessment & report any suspicious occurrences/ potential for aggressive episodes.
- Assist management in the creation and maintenance of a 'zero tolerance zone' where staff and clients can
- Enjoy and environment in which violence and verbal abuse is not tolerated.

EQUAL EMPLOYMENT OPPORTUNITY, CULTURAL DIVERSITY AND ANTIDISCRIMINATION

- Be aware of and act within the bounds of the EEO Policy of SWSLHD.
- Be aware of and act within the bounds of the Anti-Discrimination policy of SWSLHD.
- Respond positively to the cultural beliefs and practices of clients, visitors and other staff members.
- Be actively involved in the optimizing service provision to people of CALD
- Backgrounds and Aboriginal and Torres Strait Islander backgrounds.
- Be aware of the NSW Health Zero Tolerance Policy.

Performance Management:

Performance appraisal will be carried out at three months and then annually with the Director of Clinical Services.

Exit Interview

Participate in an Exit interview on termination.

I agree to strictly observe the NSW Health Service's policy on confidentiality of client information or such other sensitive or confidential information that I may come across in the course of my employment.

As the incumbent of this position, I have read this Job Description, understand its contents and agree to work in accordance with the requirements of the position. I understand and accept that I must also comply with the policies and procedures of Karitane.

Employee _____

Date: _____

Chief Executive Officer: _____

Date: _____

Nurse Unit Manager RU VRPS Carramar JOB DEMANDS CHECKLIST

MOVEMENT	FREQUENCY
Sitting - remaining in a seated position to perform tasks	Frequent
Standing - remaining standing without moving about to perform tasks	Infrequent
Walking - Floor type: even/ uneven/ slippery, indoors/ outdoors, slopes	Frequent
Running - Floor type: even/ uneven/ slippery, indoors/ outdoors, slopes	Infrequent
Bend/Lean Forward from Waist - Forward bending from the waist to perform tasks	Infrequent
Trunk Twisting - Turning from the waist while sitting or standing to perform tasks	Infrequent
Kneeling - remaining in a kneeling posture to perform tasks	Infrequent
Squatting / Crouching - Adopting a squatting or crouching posture to perform tasks	Infrequent
Leg / Foot Movement - Use of leg and / or foot to operate machinery	Not Applicable
Climbing (stairs/ladders) - Ascend / descend stairs, ladders, steps	Not Applicable
Lifting / Carrying - Light lifting & carrying: 0 - 9 kg	Infrequent
Lifting / Carrying - Moderate lifting & carrying: 10 - 15 kg	Infrequent
Lifting / Carrying - Heavy lifting & carrying: 16kg & above	Not Applicable
Reaching - Arms fully extended forward or raised above shoulder	Infrequent
Pushing / Pulling / Restraining - Using force to hold / restrain or move objects toward or away from the body	Infrequent
Head / Neck Postures - Holding head in a position other than neutral (facing forward)	Infrequent
Hand & Arm Movements - Repetitive movements of hands and arms	Infrequent
Grasping / Fine Manipulation - Gripping, holding, clasping with fingers or hands	Infrequent
Work At Heights - Using ladders, footstools, scaffolding, or other objects to perform work	Not Applicable
Driving - Operating any motor powered vehicle	Not Applicable
SENSES	FREQUENCY
Sight - Use of sight is an integral part of work performance e.g. computer screens	Constant
Hearing - Use of hearing is an integral part of work performance e.g. Telephone enquiries	Constant
Smell - Use of smell is an integral part of work performance e.g. Working with chemicals	Infrequent
Taste - Use of taste is an integral part of work performance e.g. Food preparation	Not Applicable
Touch - Use of touch is an integral part of work performance	Infrequent
INTERACTIONS	FREQUENCY
Distressed People - e.g. Emergency or grief situations	Occasional
Aggressive & Uncooperative People - e.g. drug / alcohol, dementia, mental illness	Infrequent
Unpredictable People - e.g. Dementia, mental illness, head injuries	Infrequent
Restraining - involvement in physical containment of patients / clients	Not Applicable
Exposure to Distressing Situations - e.g. Child abuse, viewing dead / mutilated bodies	Infrequent

ENVIRONMENT	FREQUENCY
Dust - Exposure to atmospheric dust	Not Applicable
Gases - Working with explosive or flammable gases requiring precautionary measures	Not Applicable
Fumes - Exposure to noxious or toxic fumes	Not Applicable
Liquids - Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE	Not Applicable
Hazardous substances - e.g. Dry chemicals, glues	Not Applicable
Noise - background noise necessitates people raise their voice to be heard	Infrequent
Inadequate Lighting - Risk of trips, falls or eyestrain	Not Applicable
Sunlight - Risk of sunburn exists from spending more than 10 minutes per day in sunlight	Not Applicable
Extreme Temperatures - Environmental temperatures are less than 15C or more than 35 ^C	Not Applicable
Confined Spaces - areas where only one egress (escape route) exists	Not Applicable
Slippery or Uneven Surfaces - Greasy or wet floor surfaces, ramps, uneven ground	Infrequent
Housekeeping - Obstructions to walkways and work areas	Infrequent
Biological Hazards - e.g. exposure to body fluids, bacteria, infectious diseases	Infrequent

HEALTH DECLARATION

I have read the inherent job requirements for the position. I understand the listed physical, sensory, psychosocial and environmental requirements and the hazards of the position and mark the declaration below:

- I am not aware of any health condition/s (physical or mental) that might prevent me from performing the inherent requirements of this position.
- I have a health condition that may require the employer to provide me with services or aids (adjustments) so that I can adequately perform the inherent job requirements. Any adjustments I may need, have been discussed with the positions manager, prior to completing this health declaration.

I am aware that any false or misleading statements may threaten my appointment or continued employed with Karitane.

Employee Name: _____
Please print

Employee Signature: _____ Date: ____ / ____ / ____

Manager's Name: _____
Please print

Manager's Signature: _____ Date: ____ / ____ / ____

Reference: Adapted from SWSLHD Job Demands Checklist
File: Job Demands List - Template Aug 2021.docx