

## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Nurse Manager
<b>DEPARTMENT:</b>	Karitane Early Parenting Centre
<b>OPERATIONAL BASE:</b>	Campbelltown – Onsite 5 days
<b>STATUS:</b>	Full Time -38 hours per week
<b>CLASSIFICATION:</b>	Nurse Manager Grade 2
<b>VACCINATION CATEGORY:</b>	Category A
<b>RESPONSIBLE TO:</b>	Director, Clinical Services
<b>INDUSTRIAL AWARD:</b>	Nurses and Midwives (State) Award

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### WHAT YOU WILL BE DOING.

The Nurse Manager is responsible for the management and leadership of consumer care providing operational and professional leadership for staff in the planning, development and evaluation of services, practice and standards to ensure safe, efficient, timely and effective care is delivered to families at the service. Karitane Early Parenting Service at Campbelltown is a tertiary child and family health service delivering evidence-based support for common early parenting challenges, including infant sleep and settling, feeding concerns, crying and distress, parent–infant attachment, and parental wellbeing. Support is delivered by a multidisciplinary team of experienced child and family health professionals who work in partnership with families to strengthen parenting capacity and promote positive outcomes for children.

### KEY SELECTION CRITERIA

1. Current Authority to Practice as a Registered Nurse with the Australian Health Practitioners Regulation Agency (AHPRA). Relevant tertiary qualifications- health services management or equivalent work experience or a combination of study and experience deemed appropriate by the organisation including Child and Family Health
2. High level of operational and clinical management knowledge and skills in the relevant setting that demonstrate an ability to effectively oversee the coordination of the unit and service activities.
3. Proven ability to ensure the human, physical and financial resources of the unit are managed to provide safe, compassionate, quality care that is culturally responsive.
4. Demonstrated ability to effectively communicate and engage with clients/consumers, carers and the multidisciplinary health care team to identify and ensure responsiveness of care needs.
5. Demonstrated leadership capability to build and sustain a positive, high-functioning team culture, engage others in a personable and professional manner, and effectively manage conflict and performance issues as they arise.
6. Demonstrated experience in managing key priorities and delivering successful strategies to deliver service outcomes and KPIs within tightly defined resources

7. Demonstrated evidence of the use of critical thinking as it relates to the management of the unit and the delivery of evidenced based models of care.
8. High level leadership using contemporary change management methodologies and an understanding of current issues impacting on the nursing profession.
9. Demonstrated understanding and participation in risk management, work health and safety and quality improvement in the workplace.

## KEY ACCOUNTABILITIES

1. Participate in the management of clinical service delivery to the Campbelltown facility to meet key performance indicators.
2. Promote, support and embed a culture of client safety, continuous quality improvement and high professional standards ensuring staff understand their role and work within their scope of practice to deliver professional competent care in line with public expectations.
3. Provide assistance and support to the Clinical Nurse Specialist 2 Team leader and the VRPS NUM to support the efficient and effective co-ordination of families across services to ensure safe client care needs.
4. Establish and grow links with services and facilities and other relevant stakeholders.
5. Provide financial leadership in the development, management, and monitoring of all nursing resources in line with responsibilities, delegation, and approved budgets. Financial leadership also includes the ability to identify, monitor and develop staffing profiles, service budget requirements and negotiate for funding allocation to support innovative models of care
6. Identify and utilise suitable benchmarks to compare with other services or facilities in relation to resource allocation, composition, and efficiency

## KEY CHALLENGES

- To manage all aspects the unit to ensure high quality client care is delivered through the efficient use of resources
- To manage the unit in all aspects of its environment.
- To manage the unit in a fiscal manner which ensures appropriate use of resources and meeting the budget allocation and to actively participate in the creation of a positive culture on the unit.

## CONDITIONS OF EMPLOYMENT

Various employment status is in accordance with the Named NSW (Non - Declared) Affiliated Health Organisations' Nurse's Agreement 2017. Shift times and days may be varied according to the needs of the organisation. Karitane services are provided at a number of sites within the Sydney Metropolitan Area and across NSW.

The majority of Karitane 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.

## **Child Safe Standards: -**

*“Karitane is committed to providing a safe, inclusive, and empowering environment for all children and young people. We are dedicated to upholding the Child Safe Standards, all staff share responsibility for maintaining a child-safe culture.”*

## **ABOUT US**

Established in 1923, Karitane is a dynamic and innovative not for profit health organisation and registered charity providing early parenting services. We support families with children from birth to 5 years of age through building parenting capacity, enhancing parent child relationships and strengthening a family’s connections with supports in their community. Our services are evidence based and delivered by a caring and highly trained professional team of child and family health nurses, paediatricians, social workers, psychologists and psychiatrists offering complete, holistic care.

## **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**

Our impact will enable children to have the best start in life

## **OUR PURPOSE**

We are trusted early parenting experts empowering families and children to be healthy, confident and resilient.

## **OUR VALUES**

- **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.

- **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.

- **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.

- **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.

## **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 organizations you can transfer your leave entitlements to Karitane.

## **UNIVERSAL STATEMENT OF OBLIGATIONS**

### **EDUCATION AND PROFESSIONAL DEVELOPMENT**

- Pursue appropriate continuing education and professional development.
- Attend mandatory training in Fire, Manual Handling and other training as required.
- Recognise and respond to the need for accurate health promotional information for clients, visitors and other members of staff.

### **CLINICAL AND/OR CORPORATE GOVERNANCE**

- Identify the needs of clients 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 NSW Ministry of Health and SWSLHD professional Code of Conduct and Ethics.
- 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 an 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 Non English Speaking Backgrounds and Aboriginal and Torres Strait Islander backgrounds.
- Harassment will not be tolerated in any form, i.e. behaviour, verbal or physical, which is unwelcome, persistent and/or offensive.

## **PERFORMANCE MANAGEMENT**

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

## **EXIT INTERVIEWS**

Participate in an Exit interview on termination.

**Employees Declaration**

I have read this position description, I understand the position requirements and position demands checklist (attached) and agree that I can fulfil these requirements to the standards outlined.

I am not aware of any reason, which might interfere with my ability to perform the inherent position requirements and position demands of this position.

I am aware that my ongoing employment will be subject to my continued compliance with the relevant NSW Health policy directive/s concerning Immunisation Compliance, Occupational Assessment, and Screening & Vaccination against Specified Infectious Diseases. I am aware that I must ensure that myself and those staff reporting to me are made aware of, and comply with the requirements of, this/these policy directive/s I am aware that any false or misleading statements may threaten my appointment or continued employment with Karitane.

I agree to comply with the policies of NSW Health & Karitane

I also agree to strictly observe the policy on confidentiality of staff and patient information or such other sensitive or confidential information that I may come across in the course of my employment. I am aware that during the course of my employment, regular criminal record checks and Working with Children's Checks will be conducted with my knowledge to ensure my ongoing suitability for employment.

\_\_\_\_\_  
**Employee's Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

I have explained the duties and responsibilities of this position to the employee.

\_\_\_\_\_  
**Chief Executive Officer**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

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

<b>Liquids</b> - Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE	<b>Not Applicable</b>
<b>Hazardous substances</b> - e.g. Dry chemicals, glues	<b>Not Applicable</b>
<b>Noise</b> - Environmental / background noise necessitates people raise their voice to be heard	<b>Frequent</b>
<b>Inadequate Lighting</b> - Risk of trips, falls or eyestrain	<b>Infrequent</b>
<b>Sunlight</b> - Risk of sunburn exists from spending more than 10 minutes per day in sunlight	<b>Not Applicable</b>
<b>Extreme Temperatures</b> - Environmental temperatures are less than 15C or more than 35C	<b>Not Applicable</b>
<b>Confined Spaces</b> - areas where only one egress (escape route) exists	<b>Not Applicable</b>
<b>Slippery or Uneven Surfaces</b> - Greasy or wet floor surfaces, ramps, uneven ground	<b>Infrequent</b>
<b>Inadequate Housekeeping</b> - Obstructions to walkways and work areas cause trips and falls	<b>Infrequent</b>
<b>Working At Heights</b> - Ladders / stepladders / scaffolding are required to perform tasks	<b>Not Applicable</b>
<b>Biological Hazards</b> - e.g. exposure to body fluids, bacteria, infectious diseases	<b>Infrequent</b>

### STATEMENT OF PHYSICAL STATUS

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 positions manager, prior to completing the 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: \_\_\_\_ / \_\_\_\_ / \_\_\_\_