

POSITION DESCRIPTION

Care Manager – Maternity leave position

Position Title: Care Manager – maternity leave
Basis of Employment: Full time
Reports to: CEO

Position Overview: The Care Manager is a key member of the Senior Management team and plays a critical role in the overall senior management of the facility, contributing to the strategic direction and success of the organisation. The Care Manager is the principal clinical Senior Manager responsible for overseeing the management, professional standards, clinical governance, and regulatory compliance of the care service within our residential aged care facility. The Care Manager champions the Carinya values of quality care, belonging, community connection, and respect. The role requires strong leadership that leads by example, ensuring high-quality rights based person-centred, and trauma-informed care while aligning with aged care standards.

Key Responsibilities:

Standards and Quality of Nursing and care Practices:

- Uphold and maintain high standards of quality care that aligns with the Purpose, Mission and Values of Carinya
- Overall responsibility for ensuring Clinical and Care services are delivered under our Clinical Governance framework and comply with the National Clinical Governance framework, current aged care legislation and Strengthened Aged Care Quality standards, effective 1 July 2025.
- Conduct evaluation and recommendations related to care systems and equipment, ensuring residents receive the best care possible.

Management and Leadership:

- Lead and manage the In Charge Nursing team, Clinical Care Coordinators, and Clinical Support Nurses and all direct reports
- Provide guidance and support to the care team, fostering a culture that prioritises quality care, respect, and inclusion.
- Set a positive example by demonstrating best practice management and leadership principles.

Budgetary Oversight:

- Manage the clinical budget, ensuring efficient resource allocation to meet operational and care delivery needs.
- Monitor expenses and make adjustments as necessary to ensure financial sustainability while maintaining high-quality care.

Strategic Planning and Risk Management:

- Conduct strategic planning to anticipate future needs and trends in residential aged care.
- Identify and manage risks within the nursing department and the wider facility to uphold a safe and secure environment.
- Collaborate with other senior leaders to set long-term goals and objectives for the facility.

Regulatory Compliance:

- Ensure compliance with current aged care legislation, other relevant laws and regulations.
- Maintain current knowledge of legal and ethical aged care requirements and implement appropriate changes.

Staff Development and Training:

- Work with the People and Culture Manager to develop and implement the annual training plan aimed at ensuring the best outcomes for residents and staff as well as compliance with legislation, regulations and best practice.
- Oversee performance evaluations and disciplinary processes in collaboration with People and Culture Manager.

Resident Care and Advocacy:

- Advocate for residents' needs and ensure their voices are heard in care planning and delivery.
- Promote rights based person-centred and trauma-informed care that respects residents' dignity and autonomy.
- Ensure clinical systems and documents support Carinya's values, the strengthened aged care standards, and best practise.

Audit and Compliance:

Initial

- Maintain an audit schedule to monitor the performance and compliance of clinical and wider care services.
- Ensure audits are up-to-date and findings are communicated to the team senior management and the Quality Advisory Committee

Occupational Health and Safety (OHS):

- Ensure compliance with OHS legislation, regulations and standards to provide a safe working and living environment for staff and residents.
- Address and mitigate any department workplace hazards to prevent accidents or injuries

Complaints and Feedback:

- Ensure all complaints and feedback raised by staff, residents, families and representatives within the care department are promptly listened to, investigated and resolved.
- Ensure any outcomes are actioned in a timely manner and the person is satisfied with outcome
- Use complaints and feedback as an opportunity for continuous improvement.

Senior Management Responsibilities:

- Collaborate with the Senior Management team and contributes to the overall management of the organisation.
- Facilitate effective communication and transparency across the Senior Management team, the Leadership team and the whole organisation to align with organisational goals and objectives.
- Promote and foster a continuous improvement methodology at all levels throughout the organisation.
- Contribute to aligning the facility operations with the Aged Care standards.

Outcome Expectations:

1. High-Quality Care: Maintain exceptional standards of care, fostering a sense of belonging, community connection, and respect.
2. Efficient Operations: Achieve operational efficiency within the Clinical and Care departments.

Initial

3. Regulatory Compliance: Ensure full compliance with legal and ethical standards in all clinical and care services.
4. Staff Engagement: Foster a motivated and high-performing care team committed to quality care and respect.
5. Strategic Growth: Drive strategic initiatives related to the clinical/care function that align with organisational goals and industry trends.
6. Effective Risk and OHS Management: Proactively identify and manage risks within the department and organisation, ensuring OHS compliance.
7. Contribute to organisational success in relation to audits.
8. Effectively monitor and evaluate complaints and feedback.

Qualifications:

- Mandatory: Current AHPRA registration as a Registered Nurse with relevant nursing management experience.
- Post graduate qualifications preferable
- Strong knowledge of current aged care standards, regulations, and best practices.
- Proven leadership and strategic planning abilities.
- Excellent communication, interpersonal, and organisational skills.
- Budget management, risk management, and OHS experience preferred.

Employee Name:

Employee Signature:

Date: