

Position Description – Rumbalara Aboriginal Cooperative Ltd.



Position Title	Enrolled Nurse		
Department	Rumbalara Elders Facility		
Reporting Manager	Care Manager	Employment Status	Part time 45 hours per fortnight
Location	95 Ford Road, Shepparton	Salary	Nurses Award

Organisational Overview

Rumbalara Aboriginal Cooperative (RAC) is recognised as a leader among Aboriginal community-controlled organisations, maintaining a high profile in the public and private sectors across research, consultancy, policy development, and partnerships. RAC operates in a culturally appropriate, sensitive, community-controlled environment that maintains a holistic approach to service provision and emphasises the importance of family and community.

RAC has been a resource, service provider and enabler of the Aboriginal and Torres Strait Islander communities of the Greater Shepparton region since 1980. RAC is a cooperative working to provide a range of supports and services including:

- Health and wellbeing
- Positive aging and disability services
- Community services
- Asset and infrastructure services
- Corporate services

RAC has an annual budget of \$19 million and a workforce of approximately 230 people. RAC is a significant employer and economic contributor to the region and plays a high profile leadership role as one of the larger Aboriginal organisations in Australia. RAC is committed to ensuring the Aboriginal people in the Goulburn Valley have certainty of access to community-controlled services.

ROLE PURPOSE

To ensure that the direct care needs of the clients are met and excellent service is provided at all times

KEY SELECTION CRITERIA

- Current registration as Enrolled Nurse with AHPRA
- Have a current Police Check and Valid Driver's License
- A current Working with Children's Check
- Understanding of and commitment to Aboriginal & Torres Strait Islander culture
- Ability to maintain a high standard of confidentiality
- Demonstrated initiative and ability to workout supervision while remaining committed to continuous improvement
- Ability to coordinate with other team members and programs; people management skills wherever required
- Understanding and appreciation of needs of individuals with mental health issues / dementia and aged care requirements, as appropriate
- Understanding of accreditation standards and knowledge of facilitation methods involving general practitioners, family, allied health and other relevant participants in case management
- Demonstrated analytical, written and verbal skills, especially those required for servicing clients
- Willingness and capacity to learn and to modify service approach in response to changing client needs and circumstances

KEY RESPONSIBILITIES

Technical Capabilities

- Provide consistent, high-class service and personal care to clients and other community members
- Perform and complete any reasonable duties relevant to the position as requested by the Manager
- Deliver medication to clients, if medication endorsed; also supervise medication delivery wherever required
- Undertake annual medication competency testing

Behavioural Capabilities

- Act at all times to protect the right of the clients, including culture, confidentiality, privacy, individual choice and decision-making
- Demonstrate commitment to the Co-operative's values and behaviours - serve the community, work together, act with integrity and respect other people (a copy of this is available to view)
- Provide support and proactively engage with the clients and broader community
- Establish and maintain relationships with clients, community and Rumbalara staff and team members

Administrative Capabilities

- Attend staff meetings
- Submit accurate timesheets and claim forms (if applicable) in a timely manner
- Participate in service training programs as organised by Rumbalara and / or any other training to upgrade skills
- Ensure that all statistical data / record-keeping and other documentation are completed and forwarded on time
- Follow correct policy and procedure directions at all times
- Contribute to and support the organisation's systems and processes for managing safety, quality and risk; observe and report hazardous situations or behaviours

EMPLOYMENT CONDITIONS

- All staff are required to sign a confidentiality agreement on appointment to the organisation
- Probationary / qualifying periods apply to all positions
- All staff are required to adhere to the Code of Conduct of the Co-operative (available to view)
- All staff are required to follow the policies and procedures to the department and the Co-operative (manuals are available to view)
- A commitment to equal opportunity and Occupational Health and Safety principles and practices is required
- Salary packaging is available to permanent part time and full-time staff
- Tenure of positions at Rumbalara will be tied to existing contracted funding arrangements

Accepted: (Employee) (Employee Signature)

Date:

In accepting this position, I hereby agree to the duties as set out in this Position Description

Approved: (Manager) (Manager Signature)

Date:

Care Manager:

Name: Kamalpreet Kaur, **Phone No.** 58 206 200, **Email:** kamalpreet.kaur@raclimited.com.au

Executive Manager Details:

Name: Aaron Chambers, **Phone No.** 58 206 200, **Email:** aaron.chambers@raclimited.com.au