

Title: Registered Nurse Consultant
Division: HomeCare+
Position Type: Permanent Full-Time/ Part-Time
Location: HomeCare+ South East
Supervisor: Operations Supervisor, South East

Company Overview

HomeCare+ (HC+) is a division of The Paraplegic and Quadriplegic Association of SA Inc. (PQSA). Since it began operations in 1989, HomeCare+ has been dedicated to providing in-home support to people with disabilities and special needs to ensure that they reach their full potential. Currently HomeCare+ operates 6 offices around South Australia and employs approximately 650 staff.

Our Core Values

Excellence • Innovation • Responsiveness • Equality • Ethical Behaviour

Primary Purpose

The Registered Nurse Consultant is accountable for managing and coordinating the health care needs of HomeCare+ clients and for ensuring that these needs are met in accordance with relevant legislation and professional guidelines.

The Registered Nurse Consultant is accountable for the competency assessment of workers in accordance with the relevant legislation, professional guidelines and association policies.

Key Performance Area	Key Responsibilities
Client Service Provision	<ul style="list-style-type: none"> • Competency assessment of Support Workers to perform health care procedures on individual clients. • Planning and documenting, in consultation with the client, the health care needs of individual clients with complex health needs. • Ensuring the relevance of documentation related to the health care needs of clients. • Reviewing and developing health care policies and procedures. • Providing accurate advice to Support Workers in relation to health care needs. • Monitoring the provision of health care services to clients.
Employee Relations	<ul style="list-style-type: none"> • Interact with all workers in a courteous and respectful manner. • Work as part of a team and assist co-workers when required. • Providing direction, advice and support for Support Workers.
Organisation Sustainability	<ul style="list-style-type: none"> • Adhere to administrative systems and procedures. • Ensure client satisfaction with service provision.
Workplace, Health and Safety	<ul style="list-style-type: none"> • Compliance with all safe working procedures and instructions including policies and procedures to contribute to the health and safety environment.

Knowledge Areas

- Current knowledge of the Disability or Community Care sectors.
- Qualifications in Disability.
- Advance experience in the use of the Microsoft Suite.
- Current knowledge of Work, Health and Safety legislation and regulation.

Essential Criteria

- Qualifications as a Registered Nurse with a current APHRA registration.
- Working knowledge of the Disability Sector.
- Intermediate skills with the Microsoft Suite.
- Effective verbal and written communication skills.
- A demonstrated ability to work in a team environment.
- Excellent organisation skills including priority setting, time management and record keeping.
- Analytical and conceptual skills to develop creative and innovative solutions to complex problems.
- Ability to work and function at times of high stress.
- Hold a current Driver's License.
- Hold a current DHS/NDIS Screening Checks as per company policy.

Special Conditions

- Available for emergency contact outside of normal business hours.
- Must be available for competency assessments outside of normal hours, including early morning and late evening, as required.

Acceptance of Responsibilities

I have read the requirements and responsibilities outlined in this Position Description, PQSA's Code of Conduct and Ethical Behaviour and Employment Terms and Conditions and agree to meet and adhere to these and have my performance monitored and evaluated in relation to my performance in the role as detailed throughout this document.

I accept my performance will be measured through the agreed objectives set with my manager each year and reviewed on a minimum twelve (12) monthly basis in accordance with the organisation's performance management policies and guidelines and processes.

Occupant

Name:

Signature: _____ **Date:** _____

Manager of Nursing and South East Region

Name: Krystine Howard

Signature: _____ **Date:** _____

Chief Executive Officer

Name: Peter Stewart

Signature: _____ **Date:** _____