



**Swan Hill**  
District Health  
Connected Care. Best Experience.



**Inclusive**

**Compassionate**

**Progressive**

**Accountable**

## **Nurse Unit Manager – Logan Lodge.**

### **6-month contract with potential to become permanent**

#### **About the role:**

Logan Lodge is located in 29 High Street, on the main campus site. Logan Lodge provides high care and respite care. The facility has 45 private single rooms, each with an ensuite. There is a communal dining area for residents along with an adjoining separate room for private family functions. The dining area is in close proximity to a multipurpose activity area that is available for resident social and recreational needs. Within the facility there are 3 individually themed internal courtyards and 6 outdoor terraces, including a BBQ facility to provide an outdoor living, dining and a pleasurable social experience for you, your family and friends.

Families will find the location ensures ease of access for visitation, with proximity to public transport and the town centre.

The Nurse Unit Manager of Logan Lodge is responsible for the safe care of all the consumers who live in the home, and the staff who work there. This role has a focus on the provision of Safe and Quality care for all consumers using a Continuous Quality Improvement lens at all times. The role will directly report to Director of Nursing: Ageing and Care at Home.

We are currently looking for suitable candidate to join our dynamic team. The role is full time 1.0 EFT fortnight Monday to Friday (7am to 3:30pm) for six months contract with potential permanent role.

#### **About You:**

- AHPRA Registered Nurse, (Division 1).
- Current National Police check.
- Five years post graduate experience as a RN.
- ANUM in Residential Aged Care or previous NUM experience
- Understanding of aged care legislation and funding processes
- Well- developed communication and interpersonal skills and ability to articulate clear decision making processes.
- Understanding of principles of financial management.
- Experience of, and commitment to, Aged Care Accreditation with an emphasis on evidence based practice.
- Ability to maximize Commonwealth revenue through timely and accurate AN-ACC claims.
- Ability to interpret and apply Enterprise Agreement (Nurses) in the Workplace.
- Current National Police Record Check. • Current "Working with Children Permit".
- NDIS Worker Screening Check. • Evidence of immunisation records/history as part of the Health Services Act 1988, 2020 Amendment (Mandatory Vaccination of Healthcare Workers), through either documentation or copy of serology report. It is required that there is immunisation for all vaccine preventable illnesses.

**To apply** for this position, email the completed Application for Employment form, Cover letter, CV and response to the key selection criteria to [employment@shdh.org.au](mailto:employment@shdh.org.au).

You will find the full position description containing the key selection criteria & application for employment form in the attached documents.

Swan Hill District Health reserves the right to commence interview immediately upon receipt of applications.

**Enquiries** about this role should be directed to Bina Rai, Director of Nursing: Ageing and Care at Home Ph: (03) 5033 9800 or E: [brai@shdh.org.au](mailto:brai@shdh.org.au)

*Swan Hill District Health is an equal opportunity employer committed to diversity and inclusion. We welcome applications from Aboriginal and Torres Strait Islander people, people with diverse cultural and linguistic backgrounds and people with disability.*



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| <b>Position:</b>         | <b>Nurse Unit Manager (NUM) – Logan Lodge</b>   |
| <b>Classification:</b>   | Grade NM2 NM10 – Grade NM3 NM11   |
| <b>Department:</b>       | Logan Lodge   |
| <b>Reports to:</b>       | Director of Nursing: Ageing and Care at Home  |
| <b>Position Summary:</b> | The NUM of Logan Lodge is responsible for the safe care of all the consumers who live in the home, and the staff who work there. This role has a focus on the provision of Safe and Quality care for all consumers using a Continuous Quality Improvement lens at all times.  |
| <b>Responsibilities:</b> | <p><b><u>Management:</u></b></p> <ul style="list-style-type: none"> <li>• Provide a safe and comfortable home for the consumers who choose to live in this unit, and the staff who work there.</li> <li>• Provide leadership and direction to consumers, consumer families, staff, volunteers and community members within the unit.</li> <li>• Monitor care uses evidence based practice methods.</li> <li>• Co-ordinate all management within the unit to ensure compliance with standards and expected care outcomes.</li> <li>• Monitor and audit to assess legislative compliance.</li> <li>• Assess and evaluate staff competence utilising performance appraisal process, and performance management if underperforming.</li> <li>• Support staff to grow and thrive within the role of their work in the unit.</li> <li>• The NUM is responsible for the co-ordination of Infection prevention and control reporting and infection control activities undertaken by the educators and the Infection Prevention and Control champions and consultant.</li> <li>• Contribute to overall budget management particularly in accuracy of AN-ACC assessment and staff rostering.</li> <li>• Manage the rostering, staff replacement, leave approval and fortnightly pays, ensuring rosters are published by Clinical Admin within the required timeframe.</li> <li>• Liaise with all members of the Health Care Team, to ensure a holistic approach to care provision for each consumer.</li> <li>• Reinforce organizational values to all staff to ensure conformity and compliance.</li> <li>• Maintain unit equipment and identify replacement/additional items in line with organizational priorities.</li> <li>• Ensure all supporting documentation is current, complete and submitted in a timely manner for Aged Care Accreditation and AN-ACC validation purposes.</li> <li>• Participate in the recruitment and retention of suitably qualified staff to ensure all consumer care and unit functions are met.</li> <li>• Chair, attend and contribute to meetings as appropriate.</li> </ul> <p><b><u>Clinical Care:</u></b></p> <ul style="list-style-type: none"> <li>• Provide direct consumer care as required and clinical supervision and advice to Nursing and other care staff on consumer care issues, and participate in clinical care of consumers as required.</li> <li>• Ensure a creative, dynamic, productive and safe working environment by providing direction, managing performance, identifying training and development opportunities and implementing safe and effective work practices.</li> </ul> |

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|  | <p><b>General:</b></p> <ul style="list-style-type: none"> <li>• Demonstrate initiative, effective communication and delegation skills.</li> <li>• Maintain currency of nursing practice through literature, study days and membership of professional organisation.</li> <li>• Role model appropriate professional behaviors and practice.</li> <li>• Work with peers and colleagues for information sharing and support.</li> <li>• Ensure all supporting documentation is current and complete for Aged Care Accreditation and AN-ACC validation purposes.</li> <li>• Participate in the recruitment and retention of suitably qualified staff to ensure all Consumer care and unit functions are met.</li> <li>• Ensure lifestyle programs are contemporary and person-centered.</li> <li>• Promote work culture and support/mentor staff, including leading by example at all times</li> </ul>  |
| <b>Key Selection Criteria</b>          | <ul style="list-style-type: none"> <li>• AHPRA Registered Nurse, (Division 1).</li> <li>• Current National Police check.</li> <li>• Five years post graduate experience as a RN.</li> <li>• ANUM in Residential Aged Care or previous NUM experience</li> <li>• Computer literacy.</li> <li>• Understanding of aged care legislation and funding processes</li> <li>• Well-developed communication and interpersonal skills and ability to articulate clear decision making processes.</li> <li>• Understanding of principles of financial management.</li> <li>• Experience of, and commitment to, Aged Care Accreditation with an emphasis on evidence based practice.</li> <li>• Ability to maximize Commonwealth revenue through timely and accurate AN-ACC claims.</li> <li>• Ability to interpret and apply Enterprise Agreement (Nurses) in the Workplace.</li> <li>• Current National Police Record Check.</li> <li>• Current "Working with Children Permit".</li> <li>• NDIS Worker Screening Check.</li> <li>• Evidence of immunisation records/history as part of the Health Services Act 1988, 2020 Amendment (Mandatory Vaccination of Healthcare Workers), through either documentation or copy of serology report. It is required that there is immunisation for all vaccine preventable illnesses.</li> </ul> |
| <b>Salary/Award:</b>                   | Nurses and Midwives (Victorian Public Sector) (Single Interest Employer) Enterprise Agreement 2024-2028.  |
| <b>Infection Control:</b>              | <ul style="list-style-type: none"> <li>• Each staff member has a responsibility to minimize exposure to incidents of infection/cross infection of (residents) consumers, staff, visitors and the general public.</li> <li>• The risk minimization strategies are to be supported by all staff adhering to the Infection Control Manual policies, procedures and guidelines.</li> </ul>  |
| <b>Continuous Quality Improvement:</b> | <ul style="list-style-type: none"> <li>• Each staff member is expected to demonstrate a commitment to best practice.</li> <li>• All staff shall take responsibility for their own practice and share responsibility for creating and maintaining a system that provides safe, high quality health care.</li> <li>• All staff will participate in quality improvement activities aimed at improving patient outcomes and maintaining accreditation standards.</li> <li>• It is the responsibility of every staff member to be familiar with Health Service-wide and specific Department Policies &amp; Protocols</li> </ul>  |

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| <b>Person Centered Care:</b>        | <p>The Health Service supports in its values the philosophy of Person Centered Care to ensure all people, including health service providers, clients, their carers and family members are respectfully cared for and encouraged to participate in the provision of quality health care.</p> <p>We recognize diversity is part of every person &amp; as such providers of health care must be actively involved in developing models of care that are person centered.</p>  |
| <b>Child Safety:</b>                | <p>All children have the right to feel and be safe. Keeping children safe is everyone's responsibility. SHDH is committed to providing a child safe environment where children are safe and feel safe, and where their voices are heard about the decisions that affect them.</p> <p>SHDH have zero tolerance to child abuse.</p> <p>Each employee has a responsibility to adhere to this requirement. Any breach of this standard will result in disciplinary action.</p>  |
| <b>Our Purpose:</b>                 | <p><b>Connected Care / Best Experience</b><br/> SHDH commits to meet the growing health care needs of our community through our new vision to provide better connected care and to achieve the best care experience.</p>  |
| <b>Privacy and Confidentiality:</b> | <p>SHDH are committed to protecting patient and staff privacy and confidentiality, as it is an important aspect of our commitment to providing high quality services. In accordance to both the Health Records Act and the Information Privacy Act, information should only be used and disclosed for the primary purpose of its collection.</p> <p>Each employee has a responsibility to adhere to SHDH's Privacy and Confidentiality Policy, as it is a condition of employment. Any breach of the rules of privacy and/or confidentiality relating to health service business, patients or medical records will result in disciplinary action.</p>   |
| <b>Mandatory Training:</b>          | <p>All employees must be aware of and complete designated mandatory training within the required time frame.</p>  |
| <b>Safety:</b>                      | <p><b>RESPONSIBILITIES: It is the responsibility of every staff member to:</b></p> <ul style="list-style-type: none"> <li>• Take reasonable care for their safety and the safety of others while at work.</li> <li>• Report accidents, incidents and potential hazards as soon as reasonably practicable to their supervisor and record on VHIMS reporting system.</li> <li>• Advise their supervisor if they have an injury or illness that may affect their ability to perform the inherent requirements of their position.</li> <li>• Be familiar with emergency and evacuation procedures as detailed in the Emergency Procedures Manual.</li> <li>• Complete all Mandatory training requirements as identified and directed.</li> <li>• Comply with the Occupational Health and Safety Act and all SHDH O.H. &amp; S. online Policies and Procedures.</li> </ul> |
| <b>Asset Management:</b>            | <p>Staff with asset management responsibilities are required to adhere to the Asset Management Policy and Protocols.</p>  |
| <b>Review:</b>                      | <p>Completion of My Work Plan on a yearly basis.</p>  |
| <b>Previous Revision dates:</b>     | <p>September 2013, July 2016, March 2017, Nov 2020, Aug2021, Feb 22, Mar 23, May 2024</p>   |
| <b>Current:</b>                     | <p>Jan 2025</p>   |
| <b>Managers Name:</b>               | <p>Bina Rai</p>   |
| <b>Managers Signature:</b>          |   |

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| <b>Employees Name:</b>      |  |
| <b>Employees Signature:</b> |  |



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| <b>Position Applying for:</b>               |  |
| <b>How did you hear about this vacancy?</b> | <input type="checkbox"/> Current Employee <input type="checkbox"/> Word of mouth <input type="checkbox"/> Newspaper Ad<br><input type="checkbox"/> Radio Ad <input type="checkbox"/> Seek <input type="checkbox"/> Search engine<br><input type="checkbox"/> Social Media <input type="checkbox"/> SHDH website<br><input type="checkbox"/> Other, please specify..... |

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| <b>First name:</b>   |              | <b>Last Name:</b>        |  |
| <b>Date of birth:</b>  |              | <b>Country of birth:</b> |  |
| <b>Postal Address:</b>   |              |                          |  |
| <b>Contact</b>   | <b>Phone</b> | <b>Email</b>             |  |
| Are you of Aboriginal/Torres Strait Islander Origin? <input type="checkbox"/> No <input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander<br><i>(This question is voluntary)</i><br>Do you wish to be identified under this category? <input type="checkbox"/> Yes <input type="checkbox"/> No  |              |                          |  |
| Are you an Australian Citizen or Permanent Resident: <input type="checkbox"/> Yes <input type="checkbox"/> No    Date of Grant ...../...../.....<br>If no, what is your current Visa Status – Visa type _____ Expiry date ...../...../.....<br>Place/Country of issue: _____ Issue Number: _____<br>Do you require sponsorship? <input type="checkbox"/> Yes <input type="checkbox"/> No |              |                          |  |
| <b><u>PLEASE ATTACH VISA DETAILS AND/OR STATUS INFORMATION WITH YOUR APPLICATION</u></b>   |              |                          |  |

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| <b>Conditions of Employment</b>  |
| Employment conditions are governed by the relevant Public Sector Health Industry Awards and EBAs relevant to the position applied for:<br><br><b>Initial employment is subject to:</b> <ul style="list-style-type: none"> <li>• 6 months' probationary period (<i>with a review at 3 months.</i>)</li> <li>• Requirement to work any shift</li> <li>• Requirement to work in any department as required</li> </ul> <b>Hours of Work</b> – <input type="checkbox"/> Full Time <input type="checkbox"/> Part time <input type="checkbox"/> Casual <input type="checkbox"/> Fixed Term<br>Alternatively, please state availability: |

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| <b>Discipline/Misconduct</b>   |
| Have you experienced discipline or misconduct action at any previous employment? <input type="checkbox"/> Yes <input type="checkbox"/> No<br>If <b>Yes</b> , please provide details: |

## Police Check & Working with Children Checks

Satisfactory Police Checks, and in some areas, Working with Children Checks are mandatory at the point of employment. It is a condition of employment that you maintain a current satisfactory Police Check and, if required, Working with Children Check.

### Do you have a current Police Check?

Yes (please provide)  No, but I am willing to get one if my application is successful.

### Do you have a current Employee Working with Children Check?

Yes (please provide)  No, but I am willing to get one if my application is successful.

## Pre-existing Health & Injury Declaration

Swan Hill District Health (SHDH) is committed to achieving a safe working environment for all employees. As part of this, it is our objective to ensure potential employees are not required to work in duties that they are not able to perform safely. As part of the application process for employment with SHDH, we request you to disclose any pre-existing injury or disease which may be adversely affected by the performance of the inherent requirements of the position you have applied for – as described in the Position Description for the position.

Pursuant to S.41 (1) and (2) of the *Workplace Injury Rehabilitation and Compensation Act 2013*, you are required to disclose to SHDH any pre-existing injury or disease that you have suffered of which you are aware, and could reasonably be expected to foresee, could be affected by the nature of this proposed employment.

Failure to make a disclosure, or the making of a false or misleading disclosure, would disentitle you to compensation pursuant to the *Workplace Injury Rehabilitation and Compensation Act 2013* should you suffer any reoccurrence, aggravation, acceleration, exacerbation or deterioration of your pre-existing injury or disease arising out of, or in the course of, or due to the nature of with SHDH. SHDH will rely upon any failure to disclose in accordance with the provisions of the *Workplace Injury Rehabilitation and Compensation Act 2013* as grounds for denying compensation in accordance with S.41 (1) and (2).

Should any alteration, change or rearrangement be necessary to enable you to carry out the inherent requirements of the position, we also request that you disclose these requirements. SHDH is an equal opportunity employer and will arrange any reasonable adjustment to enable a person with a disability to perform the inherent requirements of the position and therefore compete equally with other applicants for this position. Please disclose in the place below any pre-existing injury or diseases that you suffer from, or have suffered from, which could be affected by the nature of your proposed employment with Swan Hill District Health.

### Disclosure advice: - (to be completed by the applicant)

I confirm that I have read and understood the contents of the above information and state that I have disclosed all relevant information in relation to my health and physical ability to carry out the inherent requirements of this position.

**Signature of applicant:** \_\_\_\_\_ **Date:** ...../...../.....

**Enquiries can be directed to:** Recruitment Services P: 03 5033 9499, E: [employment@shdh.org.au](mailto:employment@shdh.org.au)

The Application for Employment form is required to be submitted with the following documents:

- Covering letter in support of application
- Response to Key Selection Criteria
- Resume
- Qualification evidence or supporting documentation
- Visa Detail (if relevant)