



*Formerly Woy Woy Community Aged Care
PO Box 21 Woy Woy NSW 2256
Ph: (02) 4344 2599 - Fax: (02) 4344 6306*

Registered Nurse Information Pack

“Application for Employment Form” must be accompanied by:

- Curriculum Vitae/ Resume
- Covering letter addressing the selection criteria
- Two (2) work related referees, preferably Managers.

Applications may be submitted in the following manner:

Mail to: *BlueWave Living*
Attention: Executive Care Manager
PO Box 21
WOY WOY NSW 2256

OR

E-Mail to: jobs@bluewaveliving.org.au

Our Organisation:

We are a 139 bed Residential Aged Care facility, a friendly, family orientated organisation located on the Central Coast. Woy Woy is approximately 90 minutes north of Sydney by road and train. We are a community based, Government funded, not-for-profit charitable, organisation providing care and accommodation to the frail aged. We provide both high and low care general and dementia specific nursing care to permanent and respite residents.

BlueWave Living is a single storey building located in a quiet, leafy area, approximately 15 minutes walk from Woy Woy station. We have 40 beds in low care Hostel and a 56 bed high care Nursing home. Currently, both areas have an attached secure Dementia specific unit with 2 Respite beds. In June 2016 we also acquired the building behind us called The Shores, formerly Boronia Court. This is also a low care Hostel with 43 beds.

The Registered Nurse Role

We are seeking experienced Registered Nurses to join our friendly Team at BlueWave Living.

A Registered Nurse with experience in Aged Care is preferred. To fulfil this role you are required to assist with the co-ordination and management of quality care by providing “hands on” leadership, excellent communication, documentation and clinical skills, and the ability to guide and mentor staff.

Experience in managing challenging behaviours, and knowledge of ACFI would also be desirable. BlueWave Living uses a computer based care planning and assessment system; therefore computer literacy is essential.

You will report to the Executive Care Manager, working on the floor as required, delegating tasks to both Certificate 3 and 4 Care staff in order to provide optimum care. You will be required to work autonomously or as part of a team with highly effective verbal and written communication skills.

When working as the Registered Nurse “In charge”, you will be responsible for both the low and high care areas. You will have the ability to work in all areas to relieve other Registered Nurses as required.

You may be required to attend staff Competencies and promote CQI activities, or participate in a Committee of choice.

You will be a Resident advocate and facilitate the delivery of individualised care within the BlueWave Living philosophy. You will liaise with Medical Officers, Allied Health professionals, relatives and visitors on a daily basis.

Wages & Conditions:

Wages and employment conditions are in accordance with the Woy Woy Community Aged Care NSWNA & HSU NSW Enterprise Agreement 2017-2020. The base hourly rate is between \$32.85 to \$45.50 depending on experience with shift penalties and casual loading added accordingly. The hours to be worked may be up to 76 hours per fortnight.

A six month probation period applies to all positions within the organisation with a formal staff appraisal at three and twelve months. Salary sacrifice is available for permanent staff with the opportunity to receive up to \$18,549 of your yearly salary tax free each year, subject to ongoing taxation legislation. Wages are paid fortnightly into a nominated bank account and superannuation is paid into HESTA superannuation fund or an alternative nominated fund.

Criminal Record Checks:

It is a requirement of our funding bodies and of this organisation, that prospective employees must undergo a Criminal Record check prior to being offered a position with the company, you will be required to provide this prior to employment.

Position: Registered Nurse

Hours: Two permanent part time rosters available – Day and evening work. See rosters below for more details. Some flexibility to these rosters may be negotiated.

| Week 1 | Wed | Thu | Fri | Sat | Sun | Mon | Tue |
|---------------|--------------|--------------|--------------|--------------|-----|--------------|--------------|
| | 0800 1500 | | | | | | 0630 1500 |
| | | 1530 2030 | 1430 2230 | 1430 2230 | | 1530 2030 | 0800 1500 |
| | 0800 1500 | | | | | | 0800 1500 |

| Week 2 | Wed | Thu | Fri | Sat | Sun | Mon | Tue |
|---------------|--------------|--------------|--------------|--------------|-----|--------------|--------------|
| | 0800 1500 | | | | | 0800 1500 | 0630 1500 |
| | | 1530 2030 | 1430 2230 | 1430 2230 | | 1530 2030 | |
| | | | | | | | 0800 1500 |

Responsible to: Executive Care Manager

Essential Selection Criteria:

- Criminal Record Check in accordance with current legislation
- Excellent verbal and written skills that establish clear expectations to staff

- Ensure and supervise the delivery of quality care via sound clinical skills and comprehensive knowledge of best practice.
- Understanding of aged care funding and legal documentation
- Computer skills using Microsoft Office word and Outlook programs
- Understanding of Infection Control, Manual Handling, OHS, CQI and the Accreditation process
- Be familiar with the legal requirements of the Poisons and Therapeutic Goods Act in regards to dispensing and documentation of Medications
- Understanding of the Principles of wound management

Desirable Selection Criteria:

- Tertiary qualifications in Nursing and experience in Aged Care or Management
- Experience with managing Dementia and Challenging behaviours.

Duties and Responsibilities

- Compliance with all Policies and Procedures of BlueWave Living.
- The Management of quality care and delegation of staff in order to support effective holistic resident care and efficient teamwork.
- To encourage and promote a harmonious and productive work environment.
- Personal attributes desired: - well groomed and good health.
- Identify staff educational needs and ensure accuracy of necessary documentation
- To work within the Code of Conduct with confidentiality at all times.
- Maintain a secure environment in accordance with Manual Handling, WHS, Infection Control and Disaster & Emergency Policies for residents and staff.
- Ability to plan and implement care using holistic nursing practices.
- Be able to communicate well with residents, relatives, staff members and other members of the Allied Health team.
- To be polite, empathetic with the aged and responsive to their individual needs.
- Work shifts and hours as rostered.
- Be responsible for the Nursing Home and Hostel, providing leadership and supervision to the staff.
- Initiate nursing intervention when required by liaising with the resident's medical officer, other health care professionals and relatives in the assessment, planning, implementation and evaluation of individual care.
- Constantly monitor the ongoing health status of each resident.
- To deliver and oversee appropriate wound care.
- Ensure the roster and the staffing levels of the facility are maintained in the absence of the managers or when delegated. Replacement of staff as necessary.