



HERITAGE LIFECARE®

Position Description

Clinical Services Manager

Company Overview:

Heritage Lifecare is a provider of Residential Aged Care Facilities throughout New Zealand. We aim to add value and enhance performance for all those in our facilities.

Our employees are united in our common purpose and strive to ensure the delivery of respectful and caring services, in an environment that is safe for clients.

Position Overview:

To provide high level clinical leadership and support to clinical and care staff.

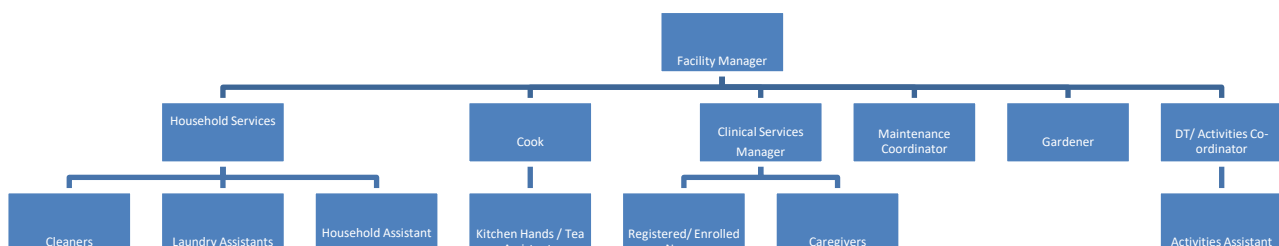
Reports to:

Facility Manager

Functional Relationships:

Facility Manager
Registered Nurses/ Enrolled Nurses
All staff of facility Residents/ Relatives/ Whānau
Visitors
Allied Health Professionals
Medical Practitioners
Assessment Agencies
Volunteers
Quality Team
Operations Manager
Support Office

Generic Team Structure:



Key Accountabilities:

- Provides leadership, supervision and direction to staff with active and applied knowledge and practice as per HPCA Act
- Assists and supports the Facility Manager in the effective management of the facility
- Actively participates in the facility Quality and Risk Management Programme seeking continuous improvement of all services
- Monitors the provision of care to residents to ensure the highest standards are achieved and maintained
- Provides oversight of resident clinical records and recordings to ensure they meet organisational and legislative requirements
- Active involvement in all aspects of human resource management
- Co-ordinates the provision and use of clinical supplies within the facility ensuring resources are allocated and utilised cost effectively
- Participates in the implementation of an effective education programme
- Demonstrates commitment to the provision of a safe environment for residents and staff
- In the absence of the Facility Manager, assumes the responsibilities of the Facility Manager
- Other reasonable and related additional duties that may be required from time to time at the discretion of the employer

Financial Authority

Nil

Core Competencies

- Must hold a current NZ Registered Nurse Annual Practicing Certificate
- Minimum of 3-5 years post registration experience
- Compassionate, empathetic and possess a positive outlook
- Experience in mentoring, coaching and developing a team to achieve individual and business goals
- Ability and experience to lead, direct and continually evaluate the clinical services within the facility
- Sound management, analytical and decision-making skills
- interRAI training, Medi-Map and eCase experience advantageous
- Knowledge of the health and disability sector standards and the ability to manage a robust quality system
- Excellent time management skills
- A great communicator who can competently communicate verbally and in writing
- Computer literate with the ability to confidently use a range of programmes and systems
- Substantial experience working within an aged care facility or environment
- Experience working within a dementia unit or environment is desirable (*depending on the Care Home, this may be a requirement*)
- Available to provide clinical oversight to the facility (will be required to be on-call as and when necessary)
- The ability and passion to ensure our residents and their families experience a **'Better Everyday – everyday'**.

The intent of this position description and person specification is to provide a representative summary of the major duties and responsibilities performed by employees in this job classification. Employees may be requested to perform job related tasks other than those specified in this Position Description.

