

POSITION DESCRIPTION

Position Title:	Facility Manager – Dunsborough
Direct Supervisor:	Chief Executive Officer
Direct Reports:	Registered Nurse, Lifestyle Coordinator, Clinical Coordinator – Care, Clinical Coordinator – Quality, Admissions Coordinator.
Key Relationships:	Facility Manager – Busselton, General Manager People & Culture, General Manager Finance, Property Coordinator, Community Manager
MAIN PURPOSE OF POSITION:	
The Facility Manager is responsible for the clinical, operational management and service delivery of residential aged care services, including, the provision of advanced consumer care and assessment.	
Key Accountabilities	Standards of Performance
Work Safety & Health	<ul style="list-style-type: none"> ▪ Actively support the CapeCare WS&H strategic objectives through the work responsibilities of this position and continually strive for improvements. ▪ Observe and comply with all health and safety instructions, procedures, signs and notices relating to your work and correctly use the appropriate protective clothing and equipment supplied. ▪ Follow Infection Prevention and Control procedures and standards relevant to the role. ▪ Use correct documented procedures to correct, if possible, and immediately report any unsafe situations, near-miss incidents and all work related injuries. ▪ Maintain good housekeeping at all times.
Personal Leadership	<ul style="list-style-type: none"> ▪ Acts with honesty, empathy and kindness towards co-workers and clients. ▪ Engages and works collaboratively with others through a shared purpose to achieve goals. ▪ Has a thorough awareness of cultural safety and conducts themselves to operate inclusivity. ▪ Takes responsibility on an individual level to strive for excellence; ▪ Accepts and responds constructively to feedback. ▪ Is aware of own strengths and limitations and seeks help from others as required; ▪ Adapts communication style and messages to suit different personalities and cultures. ▪ Manage within own areas of responsibility the businesses resources to achieve organisational goals within a dynamic operating environment and in accordance with regulatory governance, risk management, ethical, equity and commercial requirements. ▪ Support a working environment that encourages creative, holistic approaches to improvement, innovation and transformation within the organisation.
Risk	<ul style="list-style-type: none"> ▪ Be aware of and understand CapeCare’s Risk Management Framework, related objectives and procedures. ▪ Understand and proactively contribute to managing risk and to promote a culture of participation in the risk process. ▪ Protect CapeCare from adverse incidents, leading to the reduction of its exposure to risk and to mitigate and control risk should it occur.
Quality	<ul style="list-style-type: none"> ▪ Ensure compliance with and actively contribute to quality improvement activities in CapeCare through initiating continuous improvement suggestions and encourage others to make suggestions as required.

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	<ul style="list-style-type: none"> ▪ Contribute effectively towards the organisation’s quality accreditation processes. ▪ Positively contribute towards a culture of continuous improvement within Capecare.
Values	<ul style="list-style-type: none"> ▪ Adhere to all Capecare policies and procedures. ▪ Demonstrate and actively promote the Capecare Way. ▪ Commit to the Capecare values of: <i>Compassion Respect Partnership Commitment</i> ▪ Challenges behaviours in others that contravenes the organisational values.
EDUCATION/QUALIFICATIONS: (Detail the required level for recruitment)	
<ul style="list-style-type: none"> ▪ Desirable: Bachelor’s degree in a clinical field. ▪ Desirable: Post graduate qualifications in a relevant discipline. ▪ Current AHPRA registration 	
TECHNICAL COMPETENCIES AND SKILLS: (Detail the required level for recruitment)	
<ul style="list-style-type: none"> ▪ Significant experience in an aged care clinical role. <ul style="list-style-type: none"> ▪ Knowledge and understanding of the not-for-profit sector and its environment. ▪ Current knowledge of aged care services policy, funding processes and relevant Commonwealth and State legislative requirements. ▪ Experience in managing people and resource allocations while balancing business priorities. <ul style="list-style-type: none"> ▪ High level written, verbal communication and interpersonal skills. ▪ Well-developed strategic thinking and analytical skills. ▪ Well-developed leadership and change management skills. ▪ An innovative and critical thinker. 	
RELEVANT EXPERIENCE: (Detail the required level for recruitment)	
<ul style="list-style-type: none"> ▪ Three years management in aged care/health sector. ▪ Significant experience and demonstrated success in the sustainable management of financials and human resources. ▪ Experience in planning and implementing new policies and initiatives related to aged care/health. 	
KEY ACCOUNTABILITIES FOR THE ROLE: (Detail the specific tasks and responsibilities for the role)	
<p>RACF - Dunsborough</p> <ul style="list-style-type: none"> ▪ Design and deliver consumer-oriented services and supports in residential aged care services. ▪ Ensure all facilities and processes meet legislative and accreditation requirements. ▪ Actively participates in quality activities and assists the Clinical Coordinator – Quality to ensure actions are completed in a timely manner. ▪ Maintain quality systems and processes across all areas of care that ensure monthly audits, reports and analysis of data are completed in a timely manner. ▪ Maintain a robust reporting process to ensure any incidents are investigated and escalated in line with internal and external standards. ▪ Lead Clinical Nursing Team to plan, deliver and review care and service delivery. ▪ Work with Human Resources to ensure effective residential care resource allocation. ▪ Oversee the admissions process to ensure admissions and discharges are managed effectively and occupancy levels are maximised. ▪ Ensure catering services are maintained at a high standard and if issues are identified they are escalated. ▪ Ensure cleaning and laundry services are maintained at a high standard and if issues are identified they are escalated. ▪ Conduct resident satisfaction surveys in line with the audit schedule and action all relevant feedback through the quality management system. 	

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- Ensure all residents care needs are appropriately assessed, reviewed, and claimed for within the AN-ACC model.
- Assist with annual budgets, business unit plans and reports to ensure organisational objectives are met.
- Ensure adherence to the business financial systems, processes and ensure all reporting requirements are met in a timely manner.
- Ensure financial accountabilities are monitored and cascaded effectively to all reports.
- Ensure effective management of budget and/or discretionary expenses.
- Work in conjunction with management on the accurate preparation and monitoring of financial objectives and budgets.

I have read and understood the duties, responsibilities and requirements as per this position description.

Employee:		Signature:		Date:	/ /
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