



PRESBYTERIAN AGED CARE JOB SPECIFICATION & POSITION STATEMENT

Position Title:	Facility Manager
Location:	PAC Paddington
Responsible To:	PAC Executive Manager
Responsible For:	Management of all local operational residential aged care activities at the PAC Paddington aged care facility
Job Specification Date:	July 2010

1. Position Objectives:

Provide effective operational management across the facility and its grounds. To work within principled codes of ethics, legislated guidelines and quality requirements to ensure that the facility is managed in a fiscally responsible manner; communicating with appropriate personnel; in a manner that is consistent with, and reflective of, the aims, objectives and mission of Presbyterian Aged Care.

1.1 Detailed Description of Position Responsibilities:

1.1.1 Administration:

- Perform administrative and managerial functions, including taking responsibility for a PAC Paddington's staff, budget, planning, and long-range goals. Financial management of site including budgets, budget review and analysis, and performance of site actuals to budget. Approval of all PAC Paddington accounts and expenses. Approval of all PAC staff rosters and staff expenses

1.1.2: Human Resource Management:

- Direct and coordinate the duties and responsibilities of all Supervisory staff at PAC Paddington. Appointment, performance management and termination of staff; including competencies and appraisals. Equal employment opportunity, affirmative action implementation. Maintain adequate and appropriate staff documentation and records. Review, analyse, evaluate, action and report on audits and audit outcomes

1.1.3: Government Funding:

- Ensure that the appropriate and relevant government funding allocation is achieved in order to maximise the delivery potentials of resident care. Oversight appropriate care documentation to ensure funding is provided so that the appropriate care can be delivered. Maintain and complete Departmental monthly forms to ensure recurrent funding.

1.2 Audits:

- Ensure that all activities undertaken are linked to an integrated continuous improvement system that is in alignment with organisational objectives.
- Ensure currency of quality management system in alignment with corporate quality assurance and risk management objectives and guidelines.

1.3 Education and Training:

- Ensure that PAC Paddington promotes an education and training program conducive to learning for all staff at the site.
- Participate in all compulsory facility education and training, e.g. compulsory fire training, as well as other education as may be identified from time to time.

1.4 Compliance & Accreditation:

- Ensure facility and associated program compliance with the legislative requirements of the Aged Care Act.
- Participate in, and at, all ACSAA facility contacts, including Support Contacts and Site Audits.
- Ensure that all documentation pertinent to the facility operations is compliant with the Accreditation Standards: Standard 1, Standard 2, Standard 3, and Standard 4.

1.5 Quality Systems:

- Responsible for the implementation of all quality assurance systems, programs, actions and activities at PAC Paddington
- Responsible to ensure that PAC Paddington has a responsive and effective complaints systems that responds to all complaints and identified issues in an effective and timely manner
- Identify continuous improvement initiatives related to all PAC Paddington operations and activities.
- Ensure currency of facility quality management system in alignment with corporate quality assurance and risk management objectives and guidelines.
- Responsible to ensure that all contracts / agreements for management of PAC Paddington, are completed and maintained consistent with PACS policies.

1.6 Meetings:

- Attend all principal meetings at the facility, including, but not limited to:
 - Continuous Quality Improvement Meetings
 - Occupational Health and Safety Meetings
 - Site Management meetings
 - General Staff Meetings
 - Family Conferences
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2. Consultation:

- Liaise with PAC CEO, & PAC Executive Manager regarding recommended Best Practice and Regulatory compliance relating to all PAC operational and quality systems.
- Maintain effective communication systems with all members and supervisors of the PAC Paddington management team.
- Maintain effective communication channels with residents, relatives, staff and relevant outside agencies and organisations.

3. Knowledge:

- Maintain updated knowledge and understanding of the relevant legislation relating to clinical care requirements and documentation, and in particular, RCS requirements.
- Maintain up to date knowledge of issues, and contemporary practices affecting the delivery of quality services in residential aged care facilities.
- Responsible to ensure that the relevant staff across PAC Paddington are notified of changes.

4. Skills:

- Excellent communication skills, verbal and written.
- Ability to effectively lead, manage and direct work teams
- Utilise Computer skills (Microsoft Office, Excel, and Outlook) to produce quality reports and documents related to job outcomes.

5. Qualifications:

- Tertiary qualifications in management or relevant and demonstrated Management experience. (Desirable)
- Registered Nurse List A with a minimum of 5 years experience in aged care (Desirable)

ADMINISTRATION			
Prepared By	PAC Executive Manager	Date Issued	July 2010
Current incumbent		Current incumbent Signature	
Approved By:	PAC CEO/ PAC Executive Manager	Signature:	
Review Date		Reviewed By:	

**PADDINGTON
ORGANISATIONAL CHART**

