

Project Officer – Model of Care

Award/Agreement	Non Award
Responsible to	Senior Manager Clinical Services
Reporting Lines	Day to day reporting to Advance Practice Nurse Dementia and Mental Health
Summary of role	<p>In accordance with Resthaven philosophy and policies to work in collaboration with Advanced Practice Nurse Dementia and Mental Health and Program Managers to undertake research into defining a Model of Care for Resthaven Residential Aged Care Services</p> <p>Recommendations for the Model of Care will be congruent with the strategic objectives of Resthaven Inc. and some out of hours work may be required.</p>

Key Responsibilities and Duties

Undertake duties in accordance with the philosophy, business practices and policies of Resthaven Incorporated, and perform the following duties:

- Work in collaboration with Advance Practice Nurse Dementia and Mental Health in progressing the key strategic project related to development of a Model of Care to enhance delivery of care and services provided within Resthaven services.
- Developing recommendations for a Model of Care that is cognisant of:
 - Respecting consumers' privacy, identity, culture and diversity
 - Supporting consumers' to exercise choice and independence enhancing quality of life
 - Supporting consumers' dignity of risk
 - Delivering care and services that are inclusive, sensitive to individual needs and do not discriminate
 - Meeting requirements of Aged Care Quality Standards.
- Plan and manage the project including development of timelines, key outcomes and milestones.
- Provide project reports and recommendations as required on regular basis.

Quality and Safety

Responsible for:

- Undertaking all duties in accordance with Resthaven's Quality Management System, policies and procedures
- Participating in Resthaven Quality Management System and commitment to processes of continuous improvement activities.
- Maintaining a safe work environment in accordance with Resthaven Work Health and Safety Policies and Procedures, and actively participating in the rehabilitation of staff injured at work
- Assisting in the on-going maintenance of a safe work place through involvement in the implementation of safe systems of work in accordance with Resthaven Work Health and Safety Policies and Procedures
- Participating in mandatory Health and Safety training sessions
- Identifying and reporting hazards in the workplace

Privacy and Confidentiality

Responsible for:

- Applying the principles of privacy and confidentiality to all work practices
- Adhering to Resthaven Privacy of Information Policy and Procedure at all times
- Maintaining a duty of confidentiality to all residents, clients, volunteers and staff
- Ensuring that any "Confidential Information" that becomes known through the course of employment with Resthaven is kept confidential including information relating to Resthaven's:
 - business or operational interests;
 - methodology and affairs;
 - financial information; and
 - anything else that is notified as being confidential

Other duties as directed by the Senior Manager Clinical Services, commensurate with classification and training

ESSENTIAL CRITERIA

Qualifications / Experience

- A commitment to the mission and values of Resthaven and capacity to interpret and translate these into day-to-day work
- Knowledge of and commitment to continuous improvement and quality management systems
- Knowledge of the Australian aged care system
- Experience in research, service planning and development
- Experience in consumer and stakeholder consultation processes
- Experience and demonstrated skills in project management: ability to plan, design, implement, coordinate and evaluate projects to required deliverables and timeframes
- Demonstrated competency in data and statistical analysis and reporting
- A high level of literacy and report writing skills
- Competent in the use of Microsoft Office products, in particular word processing, spreadsheets and presentation software
- Ability to communicate effectively both verbally and in writing with a range of stakeholders
- Demonstrated ability to work in a changing environment, maintain flexibility, manage competing tasks and meet deadlines
- Well developed conceptual and strategic thinking
- Ability to work with minimal supervision
- A current driver's licence is essential.

DESIRABLE CRITERIA

Qualifications / Experience

- Qualifications at tertiary level in human services, project management, health service planning or related areas
- Experience in working with quality systems
- Knowledge of current aged care standards and services

Acknowledged _____ Date _____
Senior Manager Clinical Services

Acknowledged _____ Date _____
Employee