

Position Description

Position:	Associate Nurse Unit Manager (ANUM)
Department:	Nursing
Location:	Omeo, Victoria (on-site)
Classification:	Registered Nurse
Reports to:	Nurse Unit Manager
Enterprise Agreement:	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024 - 2028

The Organisation

Omeo District Health (ODH) is a Small Rural Health Service that provides a wide range of health and support services to the local communities including Urgent care, Acute, Transitional, Residential Aged, Primary care and Home-based care.

ODH is located in East Gippsland High Country (Omeo & District) - a gateway to the spectacular Alpine region of Victoria, a lifestyle destination with plenty of opportunities for many outdoor pursuits. Consistent with its purpose, ODH aims to promote and enhance the health and wellbeing of the people of the East Gippsland High Country.

We do so by:

- Reaching out to our local rural community in the planning and delivering of our services
- Building a highly engaged and skilled team of health care professionals and volunteers with a commitment to creating a culture of achievement and service excellence
- Developing sustainable health care service models and ensuring that we comply with our legislative, ethical and statutory obligations and
- Investing in strategic partnerships and alliances that help achieve better service outcomes.

ODH is an equal opportunity employer and has adopted a common set of values and code of conduct that drive our everyday work:

C	Compassion
A	Accountability
R	Respect
E	Excellence

Our people are at the heart of our organisation. Every day our people make a difference to the lives of our consumers and their families, demonstrating our commitment and care for our community and staff.

We are committed to building a team with a variety of backgrounds, skills, and views. The more inclusive we are, the better our work will be. Creating a culture of Equality is our commitment to our staff, volunteers, and our community.

Department

The Nursing department of ODH has a critical role in providing quality and safe care to a range of consumers receiving acute, urgent, aged care, primary care as well as community-based services. It

contributes to clinical governance systems, upholding peoples' rights to dignity, respect and autonomy and making care decisions consistent with consumer's choice, values and goals.

Position Summary

The Associate Nurse Unit Manager (ANUM) is a senior clinical leader responsible for supporting the Nurse Unit Manager in the operational, clinical, and team management of Acute, Urgent Care, Residential Aged Care, Transitional Care Program (TCP), and Home-Based Services.

The ANUM ensures safe, coordinated nursing care and is responsible for shift leadership, clinical escalation, staff support, rostering oversight, compliance monitoring, mentoring, and supporting quality and safety systems. The role promotes person-centred care, clinical excellence, and supports the development of a positive workplace culture aligned with ODH values.

The ANUM functions as the Nurse-in-Charge when delegated, ensuring appropriate resource allocation, consumer safety, risk management, adherence to care standards, and supports regulatory compliance across aged care, acute, urgent care, and community-based services.

Key Responsibilities and Duties

Clinical Leadership and Care Management

- Lead the nursing team during allocated shifts, ensuring appropriate skill mix and safe delivery of care.
- Provide clinical oversight in acute, urgent care, TCP and RACF areas, inclusive of admission, escalation, deterioration and handover.
- Support clinical governance, including medication safety, infection prevention, falls prevention, clinical reviews, wound management leadership, and SIRS/RiskMan reporting.
- Oversee admission, discharge, transfer, TCP/RACF review meetings, and ensure timely documentation and coordinated care.
- Ensure adherence to ACQS, NSQHS, and all mandatory care documentation requirements.

Staff Supervision, Mentorship and Workforce Support

- Provide leadership, coaching and mentoring to RNs, ENs, PCWs, graduate nurses and students.
- Lead orientation, competency assessment, and performance feedback, in collaboration with NUM.
- Provide input into rosters, leave planning, resource use, and staff support, including fatigue management and skill mix evaluation.

Administration and Operational Support

- Maintain accurate resident/patient documentation, care plans, risk assessments, consents, handovers and escalation records.
- Support NUM in managing budget awareness, resource usage, procurement, and departmental expenditure monitoring.

- Assist with delegation of duties, supply management, staffing coordination, and ward-based administrative functions.

Quality, Safety, Risk and Compliance

- Actively contribute to audits, accreditation, care reviews, SIRS, clinical meeting reporting and RiskMan investigations.
- Lead or contribute to improvement initiatives including wound care projects, incident reviews, falls prevention, and consumer feedback evaluation.
- Promote safe practices and infection control adherence, manage hazards, and initiate escalation of risks.
- Promotes a safe working environment by identifying and reporting hazards.
- Ensure work practices are implemented in accordance with ODH's Occupational Health & Safety policies

Consumer Experience and Health Literacy

- Promote respectful, person-centred care consistent with consumer choice, dignity, preferences and goals.
- Facilitate communication for families, residents, medical officers, allied health, and community agencies.
- Incorporate accessible communication and health literacy principles.

Professional Development

- Participates in annual performance review and development program.
- Maintain knowledge required for the performance of the position.
- Attend ODH Mandatory Education Training annually.

General responsibilities:

- Participate in quality assurance and related programs, including keeping records and undertake relevant audits
- Attend relevant department meetings and training session

Workplace culture

- Establish positive and productive working relationships within the organisation and externally
- Model and incorporate ODH values and behaviours outlined in ODH's code of conduct into all aspects of work practice and communications
- Encourage a positive workplace culture supported by respectful and non-discriminatory practices

Commitment to the organisation's values

ODH has adopted a common set of values across the organisation and developed associated behaviours around these values. Selection will be based on assessing demonstrated performance of the skills, knowledge, behaviours and other personal qualifications relevant to the role.

Key Selection Criteria

Omeo District Health is an equal opportunity employer. Selection will be based on assessing demonstrated performance of the skills, knowledge, behaviours and other personal qualifications relevant to the role.

Technical skills

- Demonstrated competency in a range of nursing fields, including acute and aged care
- Understanding of contemporary theory and practice and issues affecting nursing practice in a rural setting
- Able to assess client need and oversee development of comprehensive care plans to support client needs
- Experience in providing care services to frail aged or disabled people.

Communication

- Highly developed oral and written communication and conflict resolution skills
- Ability to enhance the front-line customer service and ODH profile in the community.
- Demonstrated ability to work with confidential and sensitive information

Team work

- Demonstrated commitment and ability to work as a member of the health care team.
- Demonstrated experience and the ability to work efficiently with a wide range of individuals to provide executive support and promote efficient and effective service provision.
- Ability to work in a multidisciplinary team in an organisational environment of rapid change.
- Ability to work flexibly and with minimal supervision
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Continuous improvement

- Demonstrated knowledge and commitment to Quality Improvement
- Demonstrated commitment to ongoing education of self and colleagues
- Ability to enhance the front-line customer service and ODH profile in the community.

Essential

- Currently registered with the AHPRA as a Registered Nurse Division 1
- Valid Victorian Driver licence and National Police check, Disability Worker Exclusion Check and Working with Children's Check; Mandatory vaccinations

Desirable

- At least 5 years of clinical nursing experience – preferably in acute, urgent care, aged care and/or rural/remote nursing