

POSITION TITLE: Clinical Care Coordinator	REPORTING TO: Clinical Care Manager
Division: Residential Aged Care Home	TYPE OF ENGAGEMENT: Full-Time/Part-Time/ Casual
Location: Home Name	NUMBER OF DIRECT REPORTS: Nil
Position Summary	
Your role as Clinical Care Coordinator is to manage residents' care plans from admission to discharge, ensuring compliance with Aged Care Quality Standards and Regis policies. You will collaborate with GPs, allied health professionals, nurses, and support staff for person-centred care. The role includes mentoring staff, contributing to clinical education, and assisting with daily operations without formal supervisory or disciplinary duties.	
Role Responsibilities	
1. Clinical assessment and care planning	
<ul style="list-style-type: none"> • Ensure a comprehensive, person-centred clinical assessment and care plan for all residents, following Regis policies. • Coordinate and manage the resident admission process, ensuring all assessments are completed in the correct sequence. • Identify and document residents' care needs and preferences upon admission and whenever changes occur. • Continuously monitor residents' clinical conditions, reporting any changes or concerns to the Clinical Care Manager or Registered Nurse. 	
2. Resident care	
<ul style="list-style-type: none"> • Liaise with residents and their families, providing updates on care, progress, and changes in condition. • Ensure residents' comfort, privacy, dignity, and preferences are upheld, and support them in making informed decisions about their health and routines. • Review complex wounds weekly, perform specialised nursing procedures, discuss results with the clinical team, and assist the Clinical Care Manager with necessary actions. 	
3. Quality and Risk Management	
<ul style="list-style-type: none"> • Assist with implementing and monitoring corrective actions and continuous improvement based on audits, incidents, or resident feedback. • Collaborate with the Registered Nurse and Clinical Care Manager to resolve complex care issues. • Immediately notify the Clinical Care Manager and General Manager of reportable incidents under the Serious Incident Response Scheme (SIRS), including suspected elder abuse, unexplained absences, and transfers due to clinical deterioration or injury. • Ensure all non-critical incidents are reported accurately and within required timeframes. 	
4. Multidisciplinary Collaboration	
<ul style="list-style-type: none"> • Foster effective communication and collaboration with all members of the multidisciplinary team, including general practitioners, allied health professionals, nursing staff, care workers and support staff. • Coordinate case conferences, care planning discussions • Ensure clinical documentation reflects contributions and recommendations from multidisciplinary team members and that care plans are updated accordingly. • Support our continuity of care model by supporting, guiding and motivating the team to provide safe high-quality, person-centred care. • Promote & actively support safety initiatives to ensure the well-being and safety of those within your Circle of Care. 	

<ul style="list-style-type: none"> • Be an active contributor to the WHS activities, support chief wardens, and the return to work team. 	
Person Specifications	
Qualifications/Experience /Special Requirements	Qualifications/Experience <ul style="list-style-type: none"> • Qualified Registered Nurse (current AHPRA Registration) with no restriction • Minimum 2 years experience as a Registered Nurse, preferably in Aged Care. -- Experience working in an in-charge or leadership capacity.
Experience, skills & competencies	<ul style="list-style-type: none"> • Demonstrated experience in assessing, care planning and evaluating complex care needs • Sound understanding of Aged Care Quality Standards and clinical requirements. • Strong leadership, communication and interpersonal skills. • Ability to work collaboratively with multidisciplinary teams and external stakeholders. • Confident in systems and documentation tools.
Award Coverage	Nurses Award: RN Level 2
Indicative days & hours of work	Rosters and Hours of work will be managed in accordance with applicable industrial instruments.
General Information	This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended as an exhaustive list of all responsibilities, duties and skills required. Regis reserves the right to modify position descriptions as required. Employees will be consulted when this occurs.
Date	30 th June 2025