

Position Title: Village Nurse (VN)

Reports To: Clinical Manager/s (Depending on the location)

Position Summary:

This position may be based at any of the Village facilities or offices, depending on operational requirements, and will be responsible for responding to clinical call-outs from residents in Independent Living (maintaining regular contact and rapport with the Security Guard at night), while also providing support with miscellaneous non time-restrictive tasks as allocated within the facility where the role is based. The highest quality nursing care will be provided as appropriate through professional assessment, expert knowledge, skill and clinical support.

Key Accountabilities
Village Call-outs • Respond to call-outs for clinical assistance for independent residents. • Complete professional clinical assessments and provide support based on appropriate decision making. • Attend to every unwitnessed fall that is reported to you and complete relevant assessments. • Manage acute situations and emergencies. • Contact St Johns Ambulance Service for external assistance in emergency situations.
Documentation / Communication • Ensure all relevant documentation is completed in regards to each call-out attended. This will include Independent Resident's clinical notes. • Communicate with the EPOA as necessary (after first ensuring the resident has given authority to do so on the admission form). • Contact the Village Manager promptly in the event of death and follow correct procedure with sensitivity and dignity. • Seek guidance and direction from the Care Manager/ Director Care Operations when advanced clinical support or knowledge is required. • Receive phone at beginning of shift and hand over to Resident Service Representative at end of shift.
Rest home/Hospital Support (<i>where applicable based on placement</i>) Provide support with miscellaneous non time-restrictive tasks as may be allocated by the Care Manager, incl but not limited to: • Respond appropriately and manage acute situations and emergencies. • Manage medication in accordance with Standard Operating Procedure (incl the administration and knowledge of the possible side effects). Report any medication errors/incidents. • Develop and/or review lifestyle Care Plans to reflect the resident's assessed physical, psychosocial, spiritual and cultural beliefs, abilities, deficits, and needs. These are to be completed in consultation with resident and his/her family/whanau. • Complete all documents within correct timeframes required.



- Assess and monitor the health status of residents.
- Notify changes, interventions and evaluations promptly and accurately record.
- Ensure caregivers receive advice, guidance and direction when delivering care to residents. Supervise, monitor and evaluate the care.
- Provide assistance and support with the education of staff as requested by management and act as a resource person
- Complete internal audits allocated by Care Manager.
- Maintain nursing inventory by checking stock to identify available supplies and determine the need for restocking

Compliance & Quality Improvement

- Ensure familiarity and compliance with Selwyn's policies, standard operating procedures (SOP's) and best practice.
- Maintain the confidentiality of residents, clients, staff and the business of Selwyn Village Limited at all times.
- Implement the quality management system including a focus on continual improvement and achieving workplace objectives.
- Participate in the internal audit programme relevant to the area of work.

Culture

- Ensure good relationships are maintained with management, residents and staff.
- Demonstrate behaviour and communication style that reflects commitment and knowledge of Selwyn Village Limited's mission, values and goals.

Personal Care & Development

- Maintain an acceptable standard of personal presentation as appropriate for the role.
- Take responsibility for own professional growth and development and maintain a working knowledge of all relevant operational matters.
- Maintain a thorough working knowledge of software programmes pertaining to this position.
- Maintain knowledge in relation to legislation, regulations and standards relevant to this position.
- Attend any scheduled training sessions as required for this position.

Health & Safety

Personal Health and Safety

- Take care - do nothing in your work that will expose you or others to harm.
- Knowledge is power - know and follow the health and safety policies and procedures Selwyn has put in place to control risks in your workplace.
- Be aware - of and speak up and do something about things you see that could cause harm – waiting until someone is hurt is not how we want to do things at Selwyn.
- Turn up for work fit for work – with adequate rest, free of infection and free of any substance that could impair your judgment.

Health and Safety procedures

- Always follow the safe work procedures, guidelines, instructions and standards associated with your role. Don't take shortcuts.



- Advise your manager of any near miss or incident involving actual or potential harm to yourself, a colleague, resident or visitor
- If you see an unsafe situation or any other hazard, report it.

Other

- Undertake other relevant duties as required by your manager, following consultation with you.
- Provide support for Resident Services cover by taking responsibility for the emergency phone and handover as requested.
- Provide support for Emergency Management.

Qualifications and Experience:

- NZ Registered or Enrolled Nurse with APC
 - Current First Aid Certificate (renewed 2-yearly)
 - 12 months NZ work experience within the aged care sector
 - IT skills (intermediate)
- Clean full driver's licence

Personal Attributes:

At all times, employees will respect and promote The Selwyn Way and our values of: Be Amazing; Lift Others up; Notice Others and Be Bold and Innovative. These will be reflected in each of these competencies through their actions and behaviours

- **Passion for the Role / Industry**
Demonstrates genuine interest in the work and the future of the organisation, with a commitment to ongoing learning and professional development.
- **Composure**
Reliable and calm under pressure. Maintains patience and tolerance with people and processes without becoming defensive or frustrated.
- **Customer Focus**
A strong commitment to supporting residents and prioritising their health, safety, wellbeing, and individual needs.
- **Drive for Results**
A motivated and proactive approach to achieving high standards, with a commitment to quality improvement and excellence.
- **Initiative**
A proactive and solutions-focused approach, demonstrating sound judgement and the ability to respond effectively to changing situations.
- **Integrity and Trust**
A person of high ethical standards who acts with honesty, fairness, and respect for confidentiality in all interactions.
- **Teamwork**
Collaborative and supportive, contributing positively to team goals and assisting colleagues when needed.



- **Adaptability**
Open to change and new ideas, demonstrating flexibility and a willingness to support improvements in organisational practices.
- **Self-Management**
Organised and accountable, with the ability to manage time, prioritise tasks, and take responsibility for personal performance.
- **Interpersonal Skills**
Approachable and empathetic, with the ability to build positive relationships and communicate effectively with a wide range of people.

Acknowledgement:

Job Holder Name

Manager's Name

Job Holder Signature

Manager's Signature

Date

Date

Job Description Number: JD269

Date Approved: 20 March 2026

