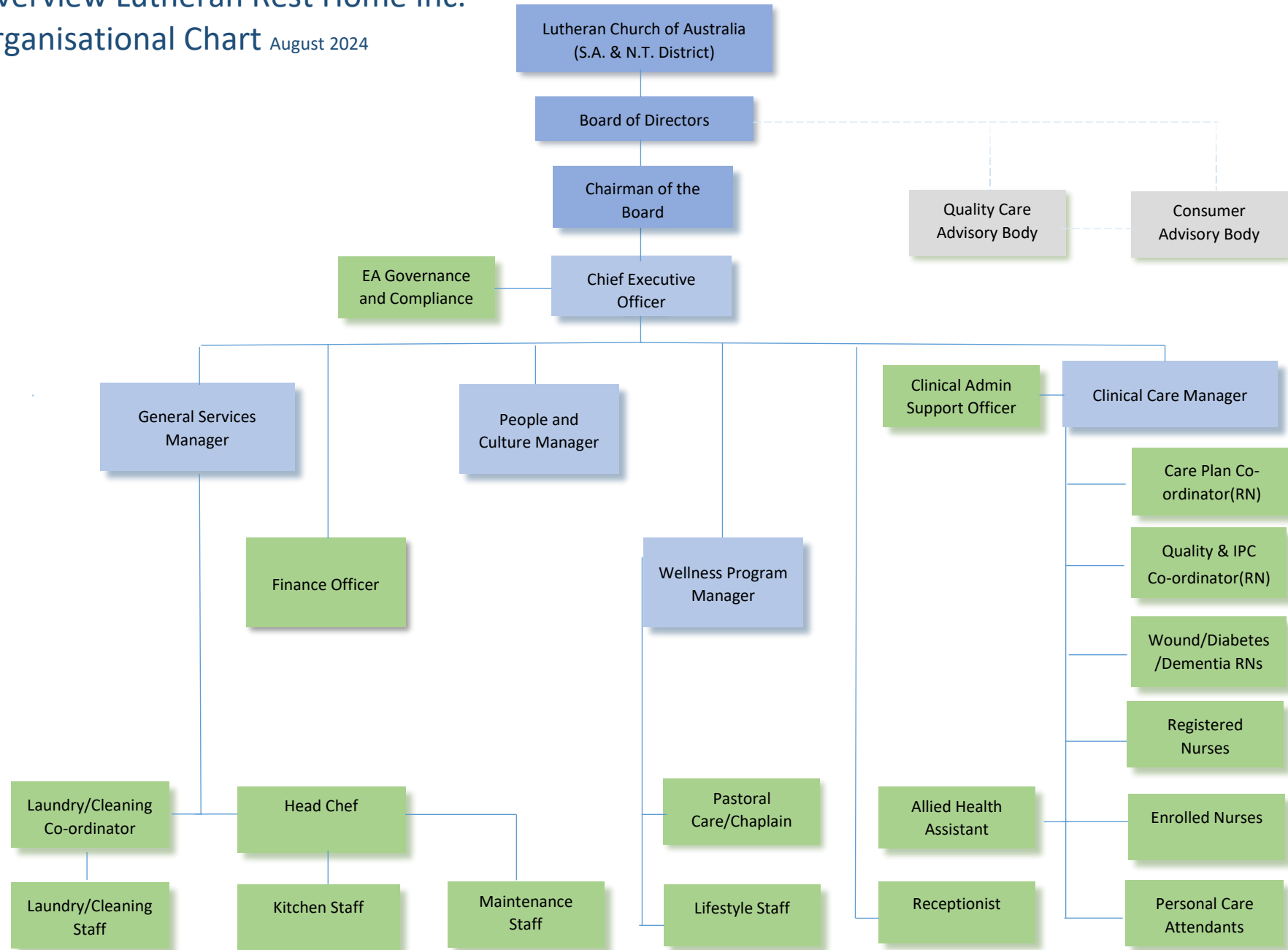


Riverview Lutheran Rest Home Inc.

Organisational Chart August 2024



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Organisational Chart August 2024

Position	Key Responsibilities
Lutheran Church of Australia SA & NT District	Lutheran related service accepting of the Church constitution, by-laws and governance framework and undertakes to participate in their work whilst operating in the best interest of Riverview residents/consumers
Board of Directors	Strategic Plan formulation, Policy making, Monitoring the organisations overall performance, Recruiting and overseeing the CEO
Chairman of the Board	Representative of the Board that provides leadership to the Board. Conduit between the Board and the CEO
Quality Care Advisory Body	Provides feedback to the board on the quality of care provided
Consumer Advisory Body	Provides feedback to the board on care and services received
Chief Executive Officer	Delivery of Strategic Plan, implementation of policy, business management, financial management, recruitment and management of staff, stakeholder management, regulatory compliance
EA Governance & Compliance	Provides administrative support to the CEO, Board and Advisory bodies on matters relating to governance and compliance
Clinical Care Manager	Responsibility for delivery of quality care, supervises nursing/carer staff, nursing/carer roster allocations, regulatory compliance, medical supplies & nursing equipment purchasing, nursing/carer education and training, care related policies and procedures. incident reviews, Admissions – bed management
Clinical Admin Support Officer	Admin support to Clinical Care Manager, non-clinical admission info, non-care related resident queries and concerns, minutes of meetings, compilation of information for audit purposes
General Services Manager	Responsible for the efficient operation of property and equipment maintenance and audit functions, Inhouse IT systems/programs and associated staff support and training, oversee hotel services, retirement village sales and marketing, retirement village resident meetings
People and Culture Manager	Human Resources policy and process write and review, staff recruitment, onboarding and training, performance management, ensure compliance with award and fair work responsibilities, Return to Work officer, Visa requirements, Rostering, Staff wellbeing, staff annual and exit surveys
Finance Officer	Data Entry, creditors, bonds, resident billings, resident contracts, BAS, bank reconciliations, payroll, end of month, assistance in the preparation of financial reports, preparation processing and filing of HR paperwork
Pastoral Care/Chaplain	Chapel services, provide Christian care & support
Wound/Diabetes/Dementia RN/s	Wound reviews, wound audits, wound education, diabetes management, best practice dementia, assist with admission on day of admission
Quality Co-ordinator/IPC Lead	Statistics, audits, medication charts, weights, Identification/Co-ordination of training, restrictive practice, risk, IPC lead, assist RN
Care Plan Co-ordinator	Resident care plans new and reviews, referrals, behaviours support plan, assist RN
Registered Nurses	Nursing care of residents, medication, assessments
Enrolled Nurses	Nursing care of residents, medication, assessments
Carers	Residents personal care & welfare, support of nurses
Allied Health Assistant	Assists residents with exercises/mobility as set by Allied Health Professionals
Maintenance Staff	Internal and external maintenance of facility and equipment
Laundry & Cleaning Co-ordinator	Order cleaning materials, cleaning stock control, coordination of duties lists
Laundry & Cleaning Staff	General Cleaning of all public areas and resident rooms. Laundry
Head Chef	Menu Planning, food ordering, kitchen records, ensure compliance with food handling standards. Responsibility for kitchen equipment servicing, repairs and maintenance, kitchen equipment register
Kitchen Staff	Food preparation, storage, cooking & serving, kitchen cleaning
Wellness Program Manager	Responsibility for ensuring Lifestyle program includes physical activity that supports varying resident needs, abilities and conditions, assessments, volunteer program
Lifestyle Staff	Delivery of lifestyle program
Receptionist	Greet Visitors, Answer Phones, Admin Duties, provide admin support to CEO and Managers as required