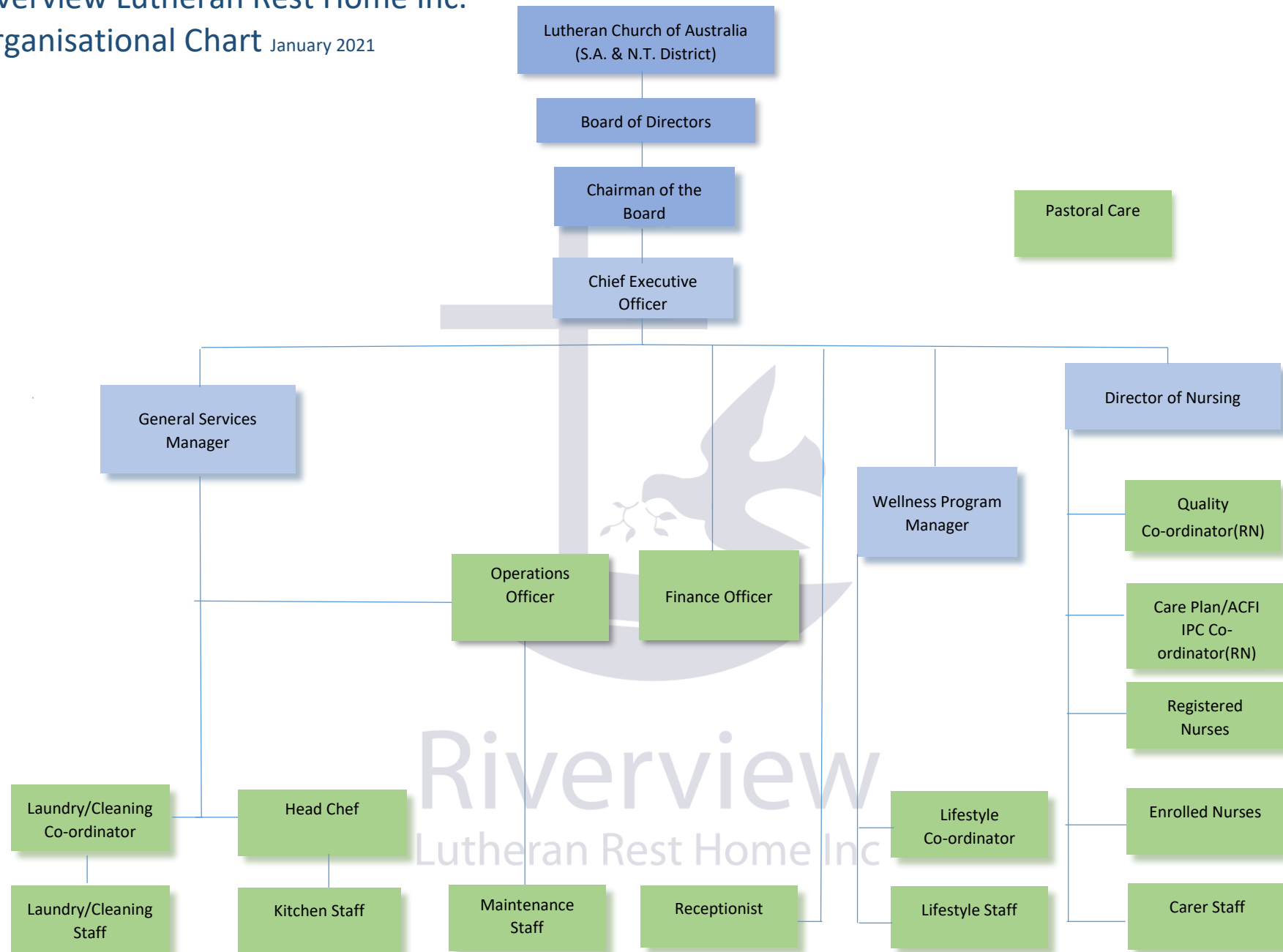


# Riverview Lutheran Rest Home Inc.

## Organisational Chart January 2021



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## Organisational Chart January 2021

Position	Key Responsibilities
Lutheran Church of Australia SA & NT District	Legal Owners
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
Chief Executive Officer	Delivery of Strategic Plan, implementation of policy, business management, financial management, recruitment and management of staff, stakeholder management, regulatory compliance
Director of Nursing	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. Bed management, new residents.
General Services Manager	Human Resources policy and process write and review, staff recruitment and training, ensure compliance with award and fair work responsibilities, Return to Work officer, oversee hotel services, retirement village sales and marketing, retirement village resident meetings
Operations Officer	Ensures efficient operation of property and equipment maintenance and audit functions, Inhouse IT systems/programs and associated staff support and training, CEO & Board support, non-care related resident queries and concerns, CIM Data entry
Finance Officer	Data Entry, creditors, bonds, resident billings, resident contracts, BAS, bank reconciliations, payroll, end of month entries, assistance in the preparation of financial reports, preparation processing and filing of HR paperwork
Pastor	Chapel services, provide Christian care & support
Quality Co-ordinator	Statistics, Co-ordination of training, audits, medication charts, assessments, wound care, assist RN
Care Plan/ACFI Co-ordinator	Resident care plans and ACFI assessments, 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
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 Co-ordinator	Assist with lifestyle programming and organising of special activities/projects, assessments, ensure alignment to standards
Lifestyle Staff	Delivery of lifestyle program
Receptionist	Greet Visitors, Answer Phones, Admin Duties, provide admin support to CEO