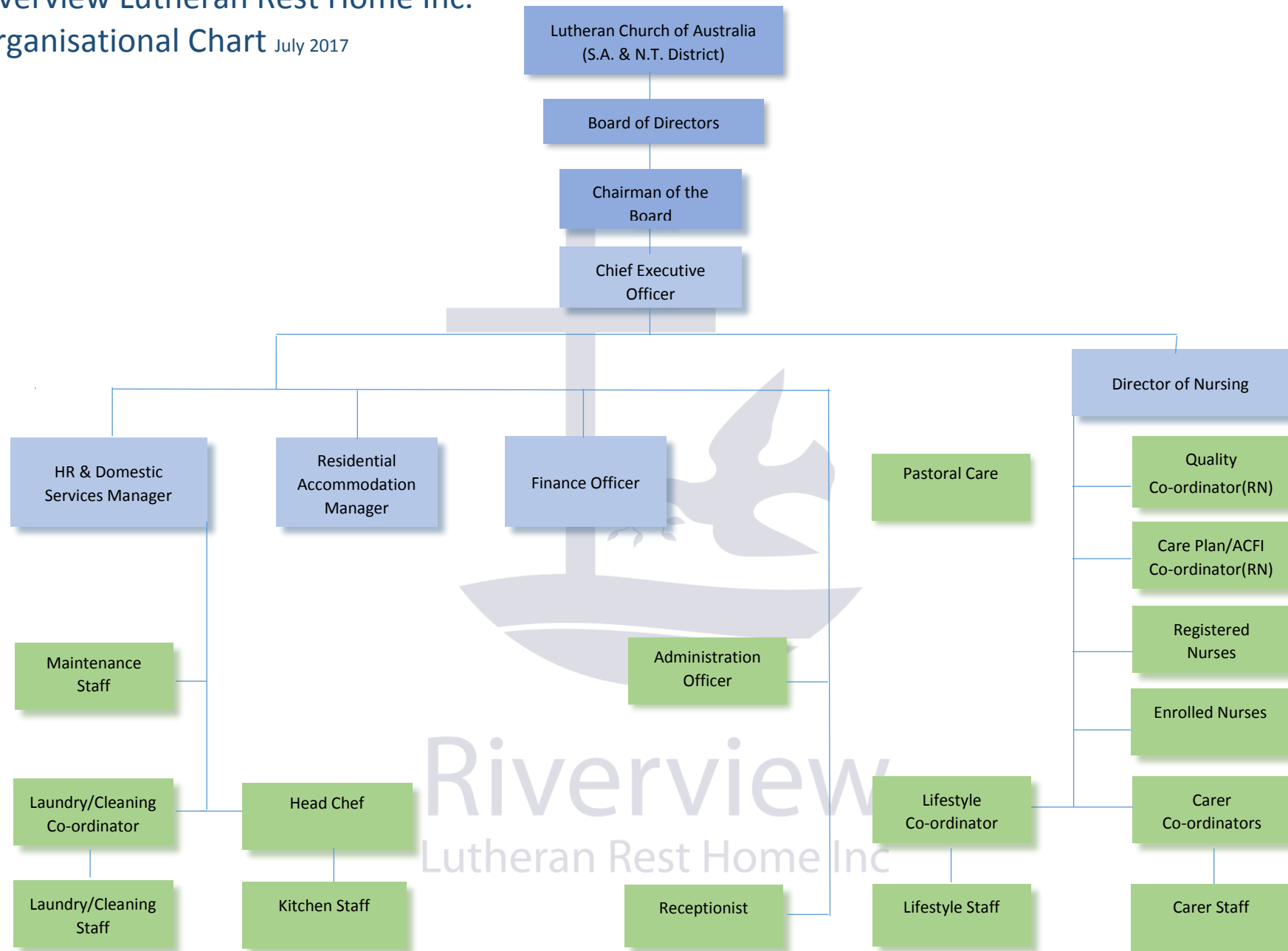


Riverview Lutheran Rest Home Inc.

Organisational Chart July 2017



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Organisational Chart July 2017

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
CEO	Delivery of Strategic Plan, implementation of policy, business management, financial management, recruitment and management of staff, stakeholder management, marketing, 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, education and training, policies and procedures
Residential Accommodation Manager	Bed management, bonds, resident billings, new residents, resident contracts, resident meetings, non-care related resident queries and concerns
HR & Domestic Services Manager	Human Resources, staff contracts, inductions, training, ensure compliance with award and fair work responsibilities, responsibility for management of domestic staff, domestic staff rosters
Finance Officer	Data Entry, creditors, BAS, bank reconciliations, payroll, assistance in the preparation of financial reports
Pastor	Chapel services and provide Christian care & support
Quality Co-ordinator	Statistics, Co-ordination of training, audits, medication charts, assessments
Care Plan/ACFI Co-ordinator	Resident care plans and ACFI assessments
Registered Nurses	Nursing care of residents, medication, assessments
Enrolled Nurses	Nursing care of residents, medication, assessments
Carer Co-ordinators	Training of new carer staff, residents personal care & welfare, support of nurses
Carers	Residents personal care & welfare, support of nurses
Administration Officer	WHS, audits, file management, meeting minutes
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 residents 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
Lifestyle Co-ordinator	Develop lifestyle program, assessments, ensure alignment to standards, volunteer program
Lifestyle Staff	Delivery of lifestyle program
Receptionist	Greet Visitors, Answer Phones, Admin Duties, provide admin support to CEO