



Michael Ereck

Facility Manager

Profile

A transformational leader who is passionate about helping others in need, teaching & committed to driving process excellence in an organization & initiating improvements while collaborating with the members of the team. I pride myself as an honest and caring person who is passionate about working with others to find solutions to initiate improvements & bring innovation to an organization.

Employment History

Assistant in Nursing at Ruby Manor - Sisters of Our Lady of China, Sydney

September 2008 — December 2014

- Admission of new residents & orientating them to the facility
- Assisting residents with ADL's
- Administration of medication & attending to resident's vital signs
- Liaising with medical officers and other allied health workers
- Attending to doctors rounds during medical reviews
- Attending to general housekeeping, ensuring a safe clean environment for residents & staff
- Progress note writing & facilitating handovers
- Participating in resident Case conferences
- Participating in quality assurance activities (clinical & non-clinical)
- A part of the OHS, Infection Control Committee
- Infection Control Coordinator as well as a Quality Assurance Officer

Undergraduate AIN at South Western Sydney Local Health District (Campbelltown & Camden Hospital NSW Health), Sydney

January 2013 — December 2014

- Assisting with the admission, transfer, and discharge of patients
- Pre and postoperative care
- Removal of IV cannula's as per RN and MO orders/ Simple wound care management
- Assisting patients with the hygiene needs which included sponging, bathing, and showering of patients
- Bed making & general housekeeping
- Attending to pressure area care for immobile & bed-bound patients
- Assisting with feeds and oral hygiene
- Attending to and recording vital signs
- Writing nursing reports countersigned by the registered nurse

Deputy Director of Nursing at Meredith House Aged Care, Sydney

December 2014 — December 2018

- Assisting the Director Of Nursing with administrative work as needed

Details

48 Audley Cct, Gregory Hills
Sydney, 2557

Australia

0415203880

michaelereck@yahoo.com

Date of birth

15/09/1989

Skills

Computer Skills

Customer Service

Interpersonal
Communication

Microsoft Office Excel

Microsoft PowerPoint

Microsoft Outlook

Hobbies

Playing soccer, listening to
music & reading articles

- Assisting the Director of Nursing with position applicant interviews when required.
- Assisting the Director of Nursing with staff performance appraisals
- Coordination of orientation and induction programs for new employees and nursing students
- Coordinating & delivering of Education Programs/models/toolbox talks for all employees
- Developing education planners for the year for all employees
- Conducting regular rounds on the wards to monitor practices and to check & act on resident care requirements as well WHS & environmental checks
- Obtaining brief major care issues from Registered nurse, Enrolled Nurses and AIN's & providing guidance/instructions according to evidence-based practice
- Assisting the Director of Nursing to review, investigate & closing out accident/incidents & checking accident/incidents database is up to date.
- Assist Director Of Nursing with staff performance management as well as going through disciplinary processes with assistance from LASA.
- Liaising with medical practitioners and other allied health care services regarding resident's care
- Ensuring that clinical documentation, resident assessments & care plans are up-to-date & reflective of the resident's care needs.
- Ensuring & monitoring medication management compliance
- Attending to ACFI appraisal & submissions electronically
- Checking & monitoring ACFI and verification of documentation prior to submission

Registered Nurse at Alkira Gardens Aged Care - Sisters of Our Lady of China, Sydney

February 2015 — November 2018

- Overseeing the care being delivered to residents by AIN's & ensuring work practices are in line with good practice requirements.
- Ensuring daily care of residents is carried out and documented accurately to reflect the care and assistance provided.
- Ensure optimum quality of life for individual residents.
- Liaise with residents and their representatives to ensure the care being delivered meets the individuals' needs
- Evaluate individual care needs on a regular basis and ensure that changing care needs are carried out.
- Participating in resident care/family conference as per schedule
- Evaluate care plans and other relevant documentation on a regular basis and update care plans as changes occur
- Administer medication as prescribed by doctors
- Reporting and recording of information relevant to the resident's care and condition & ensuring information is kept in a secure place
- Attending to GP's & other allied health service medical reviews

- Attending to resident case conferences & updating relevant assessments in accordance with care needs.
- Providing advice, support and on-the-job training to AIN & ENs.
- Orientate, provide on-the-job training and promote professional development for all staff.
- Actively participate in quality and continuous improvement activities to assist in the ongoing achievement of accreditation and improving resident care
- Attending all compulsory education as per the annual education schedule as well as in-service and other education sessions as directed, to ensure that appropriate care is delivered.
- Ensuring own skills and professional development through participation in external activities and educational forums in changing requirements for aged care.
- Attending to complex health care needs (e.g wound dressing, removal of sutures, catheterization, tracheostomy care, stoma care)
- Administration of injections & management of NG tubes.

Facility Manager at Meredith House Aged Care, Sydney

December 2018 — March 2022

- Responsible for the day to day management and smooth running of all departments of the home.
- Ensuring good communication, high standards of care and services and a happy work environment, whilst also achieving an efficient and cost-effective business
- Coordinating the accreditation program, ensuring the home establishes maintains and exceeds the standards as set by the Quality Agency.
- Maintaining standards which aim to facilitate, promote and initiate the achievement and maintenance of high-quality resident care, in regard to both professional and ethical practice
- Attending to correspondence and telephone queries received
- Attending to bed inquiries & providing tours to the facility
- Admission & discharging of residents
- Attending to resident billing & generating respite & permanent care contracts.
- Attending to ACFI appraisal & submissions electronically
- Checking & monitoring ACFI and verification of documentation prior to submission
- Responsible for the organization, integration, and coordination of the administrative functions of the home both clinical and non-clinical
- Developing & reviewing of policies & procedures, manuals, & forms

- Ensuring that a program of internal control operates by maintaining that: - the operational and capital budget with the Proprietor, Administrator, and Accountant. Periodic reports of financial analysis are given and are available, to ensure that departments work within the limits set by the Proprietor.
- Coordinating of preventative maintenance programs
- Project managing of renovation to the home
- Ensuring an adequate level of stock & maintaining inventory records
- Ensuring all procedures are established for the recruitment, selection, and engagement of staff, with the appropriate qualifications for the various departments and actively participate in this process for all staff appointments.
- Ensuring all regulatory compliance requirements are in place & up-to-date
- Attending to staff appraisals & performance management.
- Attending to all Human Resources processes for the home.
- Attending to complaints in a timely manner.
- Project management & Implementation of computer-based clinical management systems for the organization.
- Development of electronic forms & database entries
- Delivery of toolbox sessions to staff for support in the day to day tasks
- Providing support to all staff requiring guidance & mentoring.

Residential Manager at Catholic Health Care - Lave Cove, Sydney

February 2022 — Present

- Ensuring the operations of the home deliver exceptional care and support to our residents, their families and representatives within the guidelines of the CHL Code of Conduct, organisational policies and procedures and ACQSC Standards.
- Foster and promote CHL Mission and Values whilst communicating with internal and external stakeholders.
- Develop and facilitate effective teams using strong leadership by role-modeling, role clarity, setting goals and clear participative communication processes.
- In collaboration with the Human Resources team manage human resources within the Home, including but not limited to; staff selection, induction, retention, performance management & development plans.
- Ensuring financial viability of the home including budget preparation, tracking, reporting- including variances and implementation of appropriate strategies.
- Monitor and manage resources and income through effective workforce management, management of occupancy targets and skilled ACFI management.
- Ensure the service provides a safe and comfortable environment that promotes the resident's independence, decision making capacity, function and enjoyment.
- Promote an environment of continuous improvement that engages residents, representatives

Education

Certificate III In Aged Care , Australian Nursing & Training, Sydney

December 2007 — February 2008

Certificate IV In Aged Care , Bannister Technical – Australia, Sydney

February 2010 — February 2011

Bachelor of Nursing, University Of Western Sydney, Sydney

February 2012 — November 2014

Certificate IV in Leadership & Management, Leading Aged Services Australia, Sydney

April 2016 — November 2016

Certificate IV in Training & Assessment , Capital Careers

February 2017 — August 2017

References

Jennifer Arkwright from Meredith House Aged Care (Executive Manager)

consultant@albaneseacg.com · 0403225955

Rose Williams from Meredith House Aged Care (Administrator/Business Owner)

albaneseacg@gmail.com · 0409420003

John Leong from Ruby Manor Aged Care (Compliance Manager)

john.leong@hotmail.com · 0414778493

Courses

Certificate III In Aged Care , Australian Nursing & Training

December 2007 — February 2008

Certificate IV in Aged Care, Bannister Technical

February 2010 — February 2011

Bachelor of Nursing, University of Western Sydney

February 2012 — November 2014

Certificate IV in Leadership & Management , Leading Aged Services Australia

April 2016 — November 2016

Certificate IV in Training & Assessment, Capital Careers

February 2017 — August 2017

Root Cause Analysis, SAI Global

January 2022 — January 2022