



Durri Aboriginal Corporation Medical Service

Servicing the Macleay and Nambucca Valleys

ABN 52 730 046 875 ICN 27

With Compliments

Position Application Package

Position Name: ANFPP - Administration Officer

Position No (If applicable): N/A

Contact Name: Alicia Stewart

Telephone: (02) 65602355

As Durri ACMS will be closed on the afternoon of the 23/12/2020 and reopening on the 04/01/2021, please email any enquiries to astewart@durri.org.au during this period.

General Conditions of Employment

- Position:** ANFPP - Administration Officer
- Position No (If applicable):** N/A
- Award:** ACCHS
- Classification:** Administration - Grade 2 - Level 1
- Salary:** \$56,296.00 per annum
- Award entitlements:** Uniform Allowance
- Identified positions:** Pursuant to Section 14 of the Anti-Discrimination Act 1977(NSW) Australian Aboriginality is a genuine occupational qualification for this position. Must provide Proof of Aboriginality from Local Land Council or Elders.
- Benefits:** 9.5% superannuation; salary sacrifice; training and development; employee assistance program; uniform supplied by employer.
- Employment clearances:** Selection criteria – see page 11.
- Application:** Email to: hr@durri.org.au
- Or post marked confidential to:** Application Human Resources
Durri Aboriginal Corporation Medical Service
PO Box 136
Kempsey NSW 2440
- Closing Date:** Monday 25 January 2021 at 5.00 pm

Information for Applicants

Thank-you for enquiring about a position advertised by Durri Aboriginal Corporation Medical Service. Durri is an equal opportunity employer and applies merit based selection techniques.

For nearly 40 years, Durri Aboriginal Corporation Medical Service has provided essential and culturally appropriate health care to Aboriginal people located in Kempsey, Nambucca Heads and its surrounding communities.

The following links showcase the regions around the organisation:

<http://macleayvalleycoast.com.au/>

<http://www.nambuccatourism.com.au/>

Please read the following information carefully, as it will help you to understand the selection process and to prepare your application.

Selection is based on the assessment of each applicant in relation to the requirements of the job identified in the Position Description for the advertised vacancy as well as being a team player with developed interpersonal skills and having the ability to work in an open, friendly and professional environment.

The selection criteria consists of skills, knowledge and abilities required to successfully undertake the position as detailed in the position description.

The first stage of the selection process is based on your written application. The applicants who Durri considers best demonstrate their capacity to meet the criteria will be short-listed for interview.

Your application represents you, therefore it is vital that it is well organised and provides all the required information. The following is a guide to assist you in preparing your application. The application should consist of five parts:

1. Completed position application form - see page 5.

2. Covering letter

A covering letter not exceeding one page is required.

3. Resume

Your resume should provide details on your education qualifications, work history, special skills or qualifications, training details and referees, plus any other information which may assist your claim for the position you seek. Be clear and informative. Include names, position titles, addresses and telephone numbers of two (2) referees (current addresses and telephone contact numbers).

4. Selection criteria - see page 11.

Each statement should concisely and adequately illustrate how you meet the criteria. Try to provide evidence of your work with examples. You can also include transferable knowledge, skills or ability in areas relevant to the requirements of the job, which you have developed outside the workplace as evidence of your capability to meet the selection criteria.

Give complete and relevant information. Your application is a tool to sell your skills and abilities and is the first stage of the selection process. It should be well presented and supply as much detail as necessary to fully explain your capabilities and experience.

Do not simply state that you meet the requirements of the job. Give examples which demonstrate how you meet each criteria.

If you do not address each selection criteria your application will not be considered.

5. Supporting information

Send supporting information with your Position Application form with evidence of your qualifications that you have included on your resume; referee names with current address and telephone numbers; current police check; working with children check and confirmation of Aboriginality for identified positions.

Late Applications

Late applications will not be considered for interviews.

Interview

Should you be invited to attend an interview, it is important that you plan and prepare adequately. In some instances, telephone interviews can be arranged depending on circumstances.

The interview provides us the opportunity to confirm your qualification, knowledge, experience and personal qualities against the needs of the position. It also provides you the opportunity to find out more about the position.

All interviews are conducted by a Selection Panel. The Selection Panel will ask you a number of questions to determine how well you meet the requirements of the job.

Bring any documents or examples of your work that you consider may assist with your application.

You will be notified of the results of your application.

Reference Check

Reference checks are used to supplement the final decision and may be conducted prior to, or after the interview.

Referees may be asked to provide information on your past employment and work performance, relevant to the requirements of the job.

Should you have any objection to this action, your concerns should be raised with the Selection Panel so that alternative arrangements can be made.

Application Form

Full Name:

Address:

Email Address:

Contact Numbers:

Drivers Licence:
 Yes No

Drivers Licence Class:

Drivers Licence expiry date:

Do you identify as Aboriginal or Torres Strait Islander?
 Yes No

Do you identify as having a disability?
 Yes No

Are you an Australian citizen or permanent resident?
 Yes No

Do you have Working with Children check number? If Yes provide WWCC No:
 Yes No If Yes provide Date of Birth:

Do you have a current Police check? If Yes provide date:
 Yes No

Do you have evidence of Vaccinations?
 Yes No

Have you provided evidence of your Qualifications?
 Yes No

Where did you see this position advertised?

Referees	Referee 1	Referee 2
Name:		
Title:		
Organisation:		
Contact Details:		
Email Address:		

Position Description

Position Title: ANFPP – Administration Officer	Business Unit: Program Management
Reports To: Programs Manager	Direct Reports: NIL
Introduction:	
<p>The Australian Nurse Family Partnership Program (ANFPP) is a licenced adaptation of the Nurse Family Partnership model developed by Professor David Olds at the University of Colorado, USA. It is a program of sustained and scheduled home visiting for first time mothers that begins during the antenatal period and continues until the child is 2 years old. The program supports voluntary clients to improve their personal health and wellbeing, environmental health, increase their self- efficacy and improve the health and development of their children. The ANFPP involves Nurse Home Visitors and Family Partnership Workers visiting women pregnant with an Aboriginal and/or Torres Strait Islander baby and their families using a therapeutic, partnership approach.</p> <p>The ANFPP National Program Centre (NPC) is responsible for providing extensive education to Program staff from all participating locations engaged by the program and facilitates a national forum for program quality improvement and experiential learning.</p> <p>Further information on the Australian Nurse Family Partnership Program can be found of the following website: www.anfpp.com.au</p>	
Purpose:	
<p>The position of ANFPP - Administration Officer will contribute to supporting the improvement of the personal and environmental health, wellbeing, learning and development of Aboriginal and/or Torres Strait Islander children and their families by working with the Nurse Supervisor, Nurse Home Visitors and Family Partnership Workers in the implementation of the Australian Nurse Family Partnership Program (ANFPP).</p>	
Primary Objective:	
<p>The Administration Officer will provide administrative support to ensure the effective daily operation of the ANFP Program including maintenance of data systems, accurate and timely input of Program data, assistance with production of management reports and the sourcing and maintenance of Program resources.</p> <p>The key objectives of the role include:</p> <ul style="list-style-type: none"> ➤ Providing support and assistance to the Australian Nurse Family Partnership Program staff and partners of eligible clients ➤ Receiving of referrals and enrolment of eligible clients and their partners and ensuring allocation to Family Partnership Workers and Nurse Home Visitors ➤ Maintain Program maintenance of data systems, including input, production of reports and sourcing of program resources ➤ Working in collaboration with existing programs within Durri ACMS as well as external service providers and organisations 	

Position Dimension & Decision Making Authority:		Key Communication Contacts:	
<p>Without referral to manager –</p> <ul style="list-style-type: none"> Routine enquiries from ANFPP clients, their partners and the community <p>After Consultation Program Manager or others –</p> <ul style="list-style-type: none"> Complex client health problems/issues Actions outside policy and procedure <p>Referred to Program Manager or others –</p> <ul style="list-style-type: none"> Operational and Capital Expenditure 	<p>Contact/Organisation</p> <p>Program Manager</p> <p>Nurse Supervisor</p> <p>Client and Community</p> <p>All staff</p>	<p>Purpose/Frequency of Contact</p> <p>Daily – Direction and achievement of accountabilities</p> <p>Daily/weekly – Direction and reflective practice</p> <p>As needed – Providing assistance and advice on Social, Emotional & Wellbeing related problems</p> <p>As needed – Linking with other programs where appropriate</p>	
Key Accountabilities			
Key Result Area	Major Activities		Performance Measures:
<p>1. Program Management</p>	<ul style="list-style-type: none"> Complete all required ANFPP Core Curriculum education and participates in Professional Development to meet Program requirements Participates in Reflective Practice to align practice to ANFPP model Perform with limited supervision a broad range of administrative support functions including organising forms, photocopies, files, orders, program materials and educational handouts; and make reminder calls for visits as requested by the Nurse Supervisor, Nurse Home Visitor and Family Partnership Workers to assist with ANFPP delivery and follow-up as required Monitor and manage administration systems to ensure effective storage, maintenance and operation of program assets and resources for use by ANFPP field staff as needed Develop knowledge and provide training to ANFPP staff in the care and operation of program resources and assets 		<ul style="list-style-type: none"> Achievement of Program KPIs Use of Communicare Use of ANKA Participation in ANFPP Administration Monthly Meetings Feedback from colleagues and community

	<ul style="list-style-type: none"> • Input ANFPP data in a timely and accurate manner into appropriate information systems, comply with or assist in the compilation of statistical information for program reports • Complete general clerical functions such as sorting, and distributing mail; typing material from typed or handwritten copy; preparing correspondence, reports, taking minutes and other documents, etc. • Make full use of computerised data entry equipment and various word processing, spreadsheet and file maintenance programs to enter, store and/or retrieve information as requested or necessary, and summarise data in preparation of standardised reports • Compile and catalogue a variety of community education resources, and, as delegated by the Program Manager, ANFPP Nurse Supervisor, participate in community outreach activities such as preparing PowerPoint presentations, distributing program brochures, arranging meetings or meeting venues, retrieving client referrals, and associated tasks • Gather and record statistical data relevant to measuring performance against agreed indicators and participate in review and evaluation activities • Contributes to team knowledge about referral resources that are appropriate to the goals of clients and their partners participating in the program • Provides additional assistance with communication and support to families as appropriate and assists the ANFPP team to develop and/or source culturally appropriate materials suitable for use in the Program • Maintains confidentiality and documented records as required • Uphold the dignity and rights of families, carers and consumers while respecting privacy and confidentiality always • Participate in the development of ANFPP promotions and education strategies ensuring feedback from the community is incorporated into planning • Undertakes a range of additional general duties relevant to the position as required by the organization and line manager • Travel away from Kempsey may be required from time to time 	
<p>2. Community Care</p>	<ul style="list-style-type: none"> • Liaise with the other program staff to obtain information and ensure that information regarding clients of ANFPP is accurate, easily accessible and understood by the community • Developing partnerships with other health services and community groups to ensure the education and communication of clients of ANFPP issues are appropriate • Obtain feedback from the community to ascertain if communicated messages have been correctly received • Liaise with the Program Manager in the development, implementation and evaluation of community planning regarding ANFPP 	<ul style="list-style-type: none"> • Achievement of Program KPIs • Participates in the planning and delivery of communication about the program, and what it can offer, to a diverse range of local community stakeholders within the Durri Footprint

3. Team work and Collaboration	<ul style="list-style-type: none"> • Effectively collaborate with team members to ensure that the ANFPP function is operating effectively and efficiently, while maintaining a harmonious team environment within Durri ACMS • Ensure compliance with relevant WHS legislation and that any issues are identified and actioned in line with the policy • Understands and models the ANFPP principles and values • Assists in creating a positive work environment that promotes cultural safety, productivity, mentoring, teamwork and co-operation • Recognizes accomplishments of team members and elicits and considers differing viewpoints when analysing issues • Contributes to team knowledge about referral resources that are appropriate to the goals of clients participating in ANFPP 	<ul style="list-style-type: none"> • Feedback from colleagues • Feedback from clients
4. Compliance & Quality Assurance	<ul style="list-style-type: none"> • Comply with all relevant legislation and regulatory standards • Obtain and record accurate client histories and information to ensure compliance to all organisational policies, procedures and legislative requirements • Ensure client and community confidentiality is maintained to build and maintain trust within key stakeholder groups • Assists in creating a positive work environment that promotes cultural safety, productivity, mentoring, teamwork and co-operation • Understands and models the ANFPP principles and values • Participate in quality improvement efforts, including maintenance of timely and accurate service data for input to information management systems, and cooperate in the analysis and review of case reports to identify achievements and areas for improvement 	<ul style="list-style-type: none"> • Achievement of Program KPI's and regulatory standards • Has read and signed off on Staff Policy and Procedure manual • Utilisation and reporting from Communicare • Exception reporting • Fidelity reporting • Completes all required ANFPP Core Curriculum education • Participates in Professional Development to meet Program requirements • Participate in ANFPP quality improvement activities • Attendance at ANFPP module training (when required) • Attendance at ANFPP Administration meetings
5. Workplace Health and Safety	<ul style="list-style-type: none"> • Ensure, within capability, the health and safety of yourself and employees and any other persons in the work areas for which they are responsible • Compliance with WHS legislative requirements and site policies • Maintain the Register of Contractors visiting the site and ensure appropriate inductions have been completed with new contractors • Report all hazards, accidents or incidents which could result in injury to others or damage to property • Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in compliance with the WHS or other legislation 	<ul style="list-style-type: none"> • Achievement of Program KPI's and regulatory standards

	<ul style="list-style-type: none"> • Be familiar with emergency and evacuation procedures and participate in regular training in safety procedures 	
6. Reporting	<ul style="list-style-type: none"> • Provide statistical reports to meet organisational and statutory requirements as required 	<ul style="list-style-type: none"> • Accuracy and timeliness of qualitative reports • Accuracy and timeliness of statistical reports • Use of Communicare • Use of ANKA • Exception reporting • Fidelity reporting
7. Policy and Procedures	<ul style="list-style-type: none"> • Assist in the development of and comply with policies and procedures to ensure that the mental program is demonstrating consistent practices nationally and is in line with strategic objectives • Attend all mandatory training requirements and participate in staff performance reviews including updated First Aid Certificate and participation in Staff immunisation Program • Compliance with and understanding of EEO Legislation 	<ul style="list-style-type: none"> • Provide consistent and high standards of compliance with policies and best practice

Key Challenges:	Person Specification:
<ul style="list-style-type: none"> • Establishing, maintaining relationships with clients and partners of the program to ensure successful outcomes for the family • Achieving ANFPP requirements within agreed deadlines • Participation with relation to having a holistic approach to Aboriginal health • All persons appointed to positions within Durri ACMS's ANFPP will be required to successfully complete national ANFPP training courses as a work activity <p>This may require engaging in training:</p> <ul style="list-style-type: none"> ➤ On-line learning ➤ Travel away from Kempsey for periods of 5 – 10 days may be required ➤ On-site training and a combination of learning formats 	<p>Qualifications & Experience</p> <p>Essential:</p> <ul style="list-style-type: none"> • Aboriginal or Torres Strait Islander descent (This is an identified position under Section 14 of the NSW Anti-Discrimination Act 1977) • Certificate III in Business Administration or equivalent • Demonstrated experience with development of community programs • Sound knowledge of community health, public health and Aboriginal Health • A thorough knowledge of and association with the local Aboriginal community • Experience working with health service agencies, non-government organisation, schools, community groups and medical professionals at all levels • Continuous developing professional competence and qualifications • High level of written and verbal communication skills • Demonstrated ability to work flexibly within tight time schedules and in accordance with variable workload demands • High level computer skills including the use of Microsoft products and the ability to use or willingness to gain proficiency in the Communicare patient information management system and ANKA • Ability to hold all relevant security clearances including National Police Check and Working with Children clearance. • Current valid driver's license, minimum of Class "C" or equivalent <p>Desirable:</p> <ul style="list-style-type: none"> • Current First Aid Certificate, or ability to obtain • Current immunisations or willingness to participate in staff immunisation program <p>Core Competencies:</p> <ul style="list-style-type: none"> • Ability to build and maintain strong relationships with the local community • Strong interpersonal skills, including the ability to demonstrate empathy when required • Ability to build relationships with all levels of the organisation • High level communication, written and computer skills