



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 - Nurse Supervisor

Contact Name: Alicia Stewart

Telephone: (02) 65602355



Durri Aboriginal Corporation Medical Service
15-19 York Lane
KEMPSEY NSW 2440
T: (02) 6560 2300
F: (02) 6562 7069



Darrimba Maarra Health Outpost
PO Box 131
13/42 Bowra St
Nambucca Heads NSW 2448
T: (02) 6598 6800
F: (02) 6598 6833

All written communications to be addressed to CEO:
PO Box 136
Kempsey NSW 2440

General Conditions of Employment

- Position:** ANFPP - Nurse Supervisor
- Award:** Nurses Award 2020
- Classification:** Grade 4 - Level 3
- Salary:** Ranges from \$114,988.44 to \$129,072.32 per annum
- Salary packaging:** To calculate your benefit follow the link <https://eziway.net.au>
- Employment opportunities:** Please click on the link <http://durri.org.au/positions-vacant.php> to Durri website to access the employment opportunities.
- Application:** Please click on the link <http://durri.org.au/positions-vacant.php> to Durri website to access the Position Application Package.

Your application should consist of four parts:

1. Selection criteria - (Your application must address all the selection criteria or your application will be marked unsuccessful)
2. Completed application form
3. Resume
4. Supporting documents

Completed application 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 15 November 2021 by 5.00 pm



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Application Form

Full Name:

Address:

Email Address:

Contact Numbers:

Date of Birth:

Drivers Licence: Yes No Class: 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? Yes WWCC No:

Do you have a current Police check? Yes Date:

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: | | |



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Position Description

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| Position Title: | ANFPP - Nurse Supervisor |
| Reports To: | Programs Manager |
| Business Unit: | Program Management |
| Direct Reports: | Nil |
| Location: | Kempsey |
| Primary Objective: | <p>The Nurse Supervisor will provide support to ensure the effective daily operation of ANFPP including working with the Program Manager, Family Partnership Worker and Administration Officer to assign and monitor caseloads, provide supervision of visits, participation in team meetings, use of data systems, including the accurate and timely input of program data, assistance with production of fidelity reports and others as required and participate and conduct reflective practice.</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. • Assist in the coordination, the development and implementation of the ANFPP and model a strength-based, culturally safe, and client-centred program to achieve operational outcomes. • Working in collaboration with existing programs within Durri ACMS as well as external service providers and organisations. • Represent Durri ACMS at ANFPP Nurse Supervisor meetings and providing feedback to Programs Manager and ANFPP Staff. • Manage a case load of clients under supervision of the Program Manager. • Contribute significantly to the holistic health and resilience of Aboriginal and/or Torres Strait Islander infants and to the empowerment of their mothers and families. |
| Key Accountabilities | |
| 1. Program Management | <ul style="list-style-type: none"> • Complete all required ANFPP Core Curriculum education and participates in Professional Development to meet Program requirements. |

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| | <ul style="list-style-type: none"> • Participate in and conduct Reflective Practice to align practice to ANFPP model. • Maintain a small caseload of own ANFPP clients and provide guidance and assistance to their partners as requested. • Use the ANFPP Quality Framework to assess service delivery, client satisfaction and program efficiency in order to enhance the overall quality of program operations and to inform reflective supervision with ANFPP staff. • Develop knowledge and provide training to ANFPP staff where deemed appropriate by the Programs Manager. • 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 including but not limited to Fidelity Reports. • Participate in community outreach activities and days by preparing PowerPoint presentations, distributing program brochures and information, arranging meetings or meeting venues, and associated tasks to ensure the success of the program. • Encourage clients and their partners to achieve personal and program milestones. • Gather and record statistical data relevant to measuring performance against agreed indicators and participate in review and evaluation activities. • Provide scheduled supervision visits with the Nurse Home Visitors and Family Partnership Workers to ensure that visits are conducted according to program specifications at least once a month per participant. • Contribute significantly to the holistic health and resilience of Aboriginal and/or Torres Strait Islander infants and to the empowerment of their mothers and families. • Work closely with Aboriginal and/or Torres Strait Islander Family Partnership Workers and Nurse Home Visitors to ensure all home visits are arranged and conducted in a culturally respectful and sensitive manner. • 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 Program Manager. • Travel away from Kempsey may be required from time to time. |
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| <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. <p>Liaise with the Program Manager in the development, implementation and evaluation of community planning regarding ANFPP.</p> |
| <p>3. Teamwork and Collaboration</p> | <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. |
| <p>4. Compliance & Quality Assurance</p> | <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. |
| <p>5. Work place Health and Safety</p> | <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. |

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| | <ul style="list-style-type: none"> • 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. • 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. |
| 7. Policy and Procedures & Professional Development | <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. • Maintaining AHPRA registration and completion of minimum of 20 hours CPD per year. |

Selection Criteria

Essential:

1. Registered Nurse (NSW) or Midwife with a minimum 5 years post-graduate experience.
2. Current registration with AHPRA.
3. Demonstrated commitment and preparedness to seek, accept, understand, and implement cultural advice and information from staff, patients, colleagues and/or Aboriginal and/or Torres Strait Islander community members regarding home visiting services planning, delivery, and evaluation activities.
4. High level of written and verbal communication skills including the ability to demonstrated empathy when required.
5. Demonstrated ability to work flexibly within tight time schedules and in accordance with variable workload demands.
6. Demonstrated experience with development of community programs.
7. Ability to build maintain strong relationships with the local community and all levels of the organisation.
8. 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.
9. Ability to hold all relevant security clearances including National Police Check and Working with Children clearance.
10. Current valid driver's license, minimum of Class "C" or equivalent.
11. Current First Aid and CPR Certificate.

Desirable:

1. Aboriginal or Torres Strait Islander descent (***This is an identified position under Section 14D of the NSW Anti-Discrimination Act 1977.***)
2. Current immunisations or willingness to participate in staff immunisation program.