



Durri Aboriginal Corporation Medical Service

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15 – 19 York Lane

(PO Box 136)

Kempsey NSW 2440

With Compliments

Position Application Package

Position Name: Nurse Supervisor - ANFPP

Position No (If applicable):

Contact Name: Paula Skinner

Telephone: (02) 65602307

General Conditions of Employment

Position:	Nurse Supervisor - ANFPP
Position No (If applicable):	
Award:	Nurses Award 2010
Classification:	Grade 4
Salary:	Commencing \$83,978 per annum
Award entitlements:	Uniform Allowance
Identified position:	Pursuant to Section 14 of the Anti-Discrimination Act 1977 (NSW) Australian Aboriginality is a genuine occupational qualification for this position
Benefits:	9.5% superannuation; salary sacrifice; training and development; employee assistance program; uniform supplied by employer
Employment clearances:	Selection criteria - see pages 8 and 9
Applications:	Email to: hr@durri.org.au
Or post marked confidential to:	Application Chief Operations Officer Durri Aboriginal Corporation Medical Service PO Box 136 KEMPSEY NSW 2440
Closing Date:	Monday 09 October 2017 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.

Over the last 30 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://www.nambuccatourism.com.au/>
<http://macleayvalleycoast.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 pages 8 and 9.

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.



Nurse Supervisor - ANFPP
Australian Nurse Family Partnership
(Contracted Fulltime Position)

1. PURPOSE STATEMENT

Durri ACMS aims to promote and deliver improvement in the health and wellbeing of all Aboriginal and Torres Strait Islander people and their families in the Macleay & Nambucca Valleys and to advance their social, cultural and economic status. The Organisation places a strong focus on a client centred approach to the delivery of services and a collaborative working culture to achieve the best possible outcomes for clients.

The Maternal Children and Family Health Unit aims to support safe nurturing environments for women, infants children and their families, increase uptake and utilisation of services with an emphasis on early intervention and prevention, provide streamlined coordinated care and positive experiences for clients to encourage continued engagement with services.

Australian Nurse-Family Partnership Program (ANFPP) is an evidence-based program of sustained and scheduled home visiting by Nurse Home Visitors (NHVs) and Aboriginal Family Partnership Workers (AFPWs) for Aboriginal families in Australia. The Program begins during the antenatal period and continues until the child is two years old. The focus is on early intervention and prevention of physical and emotional risks and issues for women pregnant with an Aboriginal and/or Torres Strait Islander baby. 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 Program is supported by the ANFPP National Program Centre (NPC) that provides extensive education to program staff and facilitates a national forum for program quality improvement and experiential learning.

With the ability to work autonomously with minimal direct supervision, the Nurse Supervisor (ANFPP) provides leadership and coordination and line management of team activities to achieve quality safe client care. The primary role of Nurse Supervisor (ANFPP) is to:

- Coordinate the development and implementation of the ANFPP and model a strength-based, culturally safe and client-centred program to achieve operational outcomes.
- Provide leadership to the team for practice governance and day to day operations of the ANFPP program in line with the national ANFPP program guidelines and relevant Durri ACMS Clinical and Practice Governance systems.
- Develop and maintain a positive learning environment, taking a reflective approach to service, team and individual performance development inclusive of formal training, clinical supervision and regular team meetings.

2. KEY RESPONSIBILITIES/DUTIES

Identify the significant services of work, which are the key outputs of the position

KEY RESPONSIBILITIES (Outputs of the job)	KEY ACTIVITIES (How will the responsibilities be carried out?)
Provide leadership to the team for governance of quality of care and day to day operations of the ANFPP program	<ul style="list-style-type: none"> • Ensure assignment and monitoring of caseloads, a schedule of individual supervision and team meetings and participation in supervision visits as recommended by ANFPP • Convene regular case conferencing focused on identifying client problems and solutions, and include experts from other disciplines whenever cases require such consultation • Maintain a small caseload of own clients • Oversee and ensure timely and accurate data input into the Data Collection System • 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 appropriate formal and informal mechanisms for information sharing and communication within the team and with individual team members
Unit & Organisational Activities	<ul style="list-style-type: none"> • Maintain positive and productive working relationships and manage conflict resolution as needed • Participate in internal working groups, committees and activities • Promote and present a positive image of Durri ACMS to other staff, clients and the community in general • Ensure compliance with a range of administrative and business practices which support the Maternal, Children and Family Health Unit and other Durri ACMS services
Human Resource and Professional Development	<ul style="list-style-type: none"> • Manage members of the team, inclusive of recruitment and orientation, day to day activities, leave, performance appraisal and development • Oversee arrangements for individual and team education and professional development in line with ANFPP requirements including completion of mandatory training and participation in ANFPP Community of Practice • Participate in own reflective practice and supervisory activity

3. SELECTION CRITERIA

ESSENTIAL – includes qualifications, skills, experience and knowledge.

- Registered with the Australian Health Practitioner Registration Authority (AHPRA) Nursing and Midwifery Board of Australia
- Demonstrated knowledge and understanding of Aboriginal and Torres Strait Islander societies and culture and awareness of issues which may impact on maternal child and family wellbeing
- Demonstrated ability to communicate sensitively and effectively with Aboriginal and Torres Strait Islander people
- Demonstrated high level of nursing practice in within a comprehensive primary health care paradigm
- Ability to contribute at a senior level to strategic and business planning and implementation and ability to effectively oversee clinical governance within a multi-disciplinary team
- Ability to work autonomously with minimal direct supervision, whilst mentoring and providing leadership to a team of health professionals
- High level of verbal and written communication skills and ability to manage negotiation and conflict resolution processes
- Competence in the use of computer software, especially Patient Information Recall Systems (e.g. Communicare, Medical Director) and other databases

DESIRABLE

- Experience working with people from Aboriginal and Torres Strait Islander communities and groups and within an Aboriginal community controlled health setting.
- Experience in structured evidence-based outcome-focused service models for women, children and families
- Post graduate qualifications in maternal health, child and family health, mental health, public health or related field
- Experience in program management, clinical supervision and reflective practice for staff

4. APPOINTMENT CONDITIONS

Special Conditions and Status

1. Full time position, 38 hours per week.
2. The tenure in this position is subject to funding continuing.
3. Some out of hours work may be required.
4. Some intrastate travel may be required.
5. Appointment is subject to a satisfactory National Police Clearance Certificate and Working with Children's Clearance.
6. Unless filled internally with prior completion of a probationary period, subject to 6 months satisfactory probationary period
7. Salary Sacrifice, Superannuation Employer contribution.
8. Current Driver's Licence and willing to drive in the course of work activities.

5. PERFORMANCE/SKILL STANDARDS

Performance will be measured and assessed against objectives set out during the performance agreement and in alignment with the job and person specifications for the role.

6. WORK HEALTH AND SAFETY

Follow defined work health and safety legislation, and Durri ACMS policies and procedures related to the work being undertaken in order to ensure own safety and of others in the workplace.

Take such action as is within your competence and responsibility to report or make recommendations to a higher level representative as you deem necessary, to avoid, eliminate or minimise hazards of which you are aware in regard to working conditions or practices.

Keep work areas in a safe condition and report any near accident, accident or injury, which arises in the course of your work.

7. EQUAL EMPLOYMENT OPPORTUNITY

Responsibility Statement

Contribute to the maintenance of a healthy, safe and equitable working environment by maintaining knowledge of and adhering to the principles and standards of Equal Employment Opportunity legislation that ensures all employees in the workplace are treated in a fair and equitable manner, free from discrimination, bullying and harassment.

Recognise that confidentiality will be abided by at all times in line with Organisational policy and respect the cultural sensitivity of all clients/customers of Durri ACMS

Abide by the policies and procedures of Durri ACMS.

Further information on the Australian Nurse Family Partnership Program can be found of the following website: www.anfpp.com.au

Enquiries about the position can be directed to Paula Skinner by email

Paula.Skinner@durri.org.au or phone 6560 2307.

Applications (Resume and brief covering letter addressing the key requirements above) can be addressed to hr@durri.org.au

APPLICATIONS CLOSE DATE Monday 09 October 2017 at 5.00 pm