



## 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:** Registered Nurse - Child and Family Health

**Position No (If applicable):** N/A

**Contact Name:** Celia Griffen

**Telephone:** (02) 65986804



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:** Registered Nurse - Child and Family Health

**Position No (If applicable):** N/A

**Award:** Nurses 2020

**Classification:** Registered Nurse - Grade 4 - Level 1 - 3

**Salary:** \$91,093.60 to \$103,305.28 per annum

**Award entitlements:** Uniform Allowance

**For Identified positions:** Pursuant to Section 14D 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 9.

**Application:** Email to: [hr@durri.org.au](mailto: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:** Tuesday 13 April 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 over 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 10.

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

<b>Position Title:</b> RN – Child and Family Health	<b>Business Unit:</b> Primary Health Care									
<b>Reports To:</b> Acting Practice Manager Nambucca Valley	<b>Direct Reports:</b> Manager Primary Health Care or delegate									
<b>Primary Objective:</b>										
<p>This position is responsible for assisting clients with a range of health and health related matters related to Child Health, identifying ways to improve health outcomes, working in partnership with the community and clients within the to ensure the achievement of agreed program performance indicators and improvement of health outcomes of clients. The key objectives of the role include:</p> <ol style="list-style-type: none"> <li>i. Within scope of practice and qualifications ensure the delivery of health care to children and families in the community;</li> <li>ii. Ensure that educational and promotional components of the program are effective;</li> <li>iii. Plan and implement care components; and</li> <li>iv. Assess and improve health in the Aboriginal community</li> </ol>										
<b>Position Dimension &amp; Decision Making Authority:</b>		<b>Key Communication Contacts:</b>								
<p><b>Without referral to manager –</b></p> <ul style="list-style-type: none"> <li>• Routine clinical enquiries from clients and the community</li> </ul> <p><b>After Consultation with manager or others –</b></p> <ul style="list-style-type: none"> <li>• Complex client health problems/issues</li> <li>• Actions outside policies and procedures</li> </ul> <p><b>Referred to managers or others –</b></p> <ul style="list-style-type: none"> <li>• Operational and Capital Expenditure</li> </ul>		<table border="1"> <thead> <tr> <th>Contact/Organisation</th> <th>Purpose/Frequency of Contact</th> </tr> </thead> <tbody> <tr> <td>Practice Manager</td> <td>Daily – Direction and achievement of accountabilities</td> </tr> <tr> <td>Client and Community</td> <td>As needed – Providing help and advice on health related problems</td> </tr> <tr> <td>All staff</td> <td>As needed – Support where appropriate</td> </tr> </tbody> </table>	Contact/Organisation	Purpose/Frequency of Contact	Practice Manager	Daily – Direction and achievement of accountabilities	Client and Community	As needed – Providing help and advice on health related problems	All staff	As needed – Support where appropriate
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<b>Key Accountabilities</b>		
<b>Key Result Area</b>	<b>Major Activities</b>	<b>Performance Measures:</b>
<b>1. Clinical Care and Program Management</b>	<ul style="list-style-type: none"> <li>• Provide appropriate care and clinical advice to clients, which is consistent with qualifications and registration, meets best practice standards, and source specialised advice and consultation where needed.</li> <li>• Perform Health Assessments and conduct General Practitioner Management Plans and Team Care Arrangements for patients.</li> <li>• Assist in registration completion for the Integrated Team Care Arrangement Program</li> <li>• Complete to draft GPMP and Team Care Arrangements and referrals to other Health Professionals</li> <li>• Administer medications in accordance with the Australian Nursing and Midwifery Council standards and organisations policies and procedures.</li> <li>• Support the primary person, as the secondary person, assigned the responsibility for cold chain management at the service and fulfils this responsibility when the primary person is absent from the organisation.</li> <li>• Organise and coordinate specialist clinics related to the program to ensure health assessment and promotion through the region.</li> <li>• Develop and deliver program training sessions to ensure all program and clinical staff are knowledgeable and aware of relevant program information.</li> <li>• Participate in the development of health promotion and education strategies ensuring feedback from the community is incorporated into planning.</li> </ul>	<ul style="list-style-type: none"> <li>• Achievement of Program KPI's including the number of Health Assessments and General Practitioner Management Performs and Team Care Arrangements and immunisations provided</li> </ul>
<b>2. Community Care</b>	<ul style="list-style-type: none"> <li>• Liaise with the other program staff to obtain information and ensure that information is accurate, easily accessible and understood by the community.</li> <li>• Developing partnerships with other health services and community groups to ensure the education and communication of health issues.</li> </ul>	<ul style="list-style-type: none"> <li>• Achievement of Program KPI's including the number of Health Assessments and General Practitioner Management Performs and Team Care Arrangements and immunisations provided</li> </ul>

	<ul style="list-style-type: none"> <li>• Obtain feedback from the community to ascertain if communicated messages have been correctly received. .</li> <li>• Provide education to carer's, community groups and organisations involved in care of patients to ensure effective primary care and early intervention.</li> </ul>	
<b>3. Team work and Collaboration</b>	<ul style="list-style-type: none"> <li>• Effectively collaborate with team members to ensure that the service is operating effectively and efficiently, while maintaining a harmonious team environment.</li> </ul>	<ul style="list-style-type: none"> <li>• Feedback from colleagues</li> </ul>
<b>4. Compliance</b>	<ul style="list-style-type: none"> <li>• Comply and implement clinic compliance with all relevant legislation and regulatory standards to include RACGP accreditation and funding body requirements.</li> <li>• Ensure compliance to all organisational policies, procedures, and legislative requirements.</li> <li>• Ensure client and community confidentiality is maintained to build and maintain trust within key stakeholder groups.</li> <li>• Ensure compliance with relevant WH&amp;S legislation and that any issues are identified and actioned in line with the policy.</li> </ul>	<ul style="list-style-type: none"> <li>• Feedback from colleagues, community and stakeholders</li> <li>• Achievement of Program KPI's including the number of Health Assessments and General Practitioner Management Performs and Team Care Arrangements and immunisations provided</li> </ul>
<b>5. Reporting</b>	<ul style="list-style-type: none"> <li>• Ensure client data information meets organisational, statutory, and funding body requirements including national key performance indicators.</li> </ul>	<ul style="list-style-type: none"> <li>• Accuracy and timeliness of qualitative reports</li> <li>• Accuracy and timeliness of statistical reports</li> <li>• Achievement of Program KPI's including the number of Health Assessments and General Practitioner Management Performs and Team Care Arrangements and immunisations provided</li> </ul>
<b>6. Policy and Procedures</b>	<ul style="list-style-type: none"> <li>• Assist in the development of, and comply with, policies and procedures to ensure that the program is demonstrating consistent practices and is in line with strategic objectives.</li> <li>• Attend all mandatory training requirements and participate in staff performance reviews.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide consistent and high standards of compliance with policies and best practice</li> </ul>



Key Challenges:	Person Specification:
<ul style="list-style-type: none"> <li>• Improving the health of Aboriginal people within region by developing and delivering child health care programs.</li> <li>• Achieving program requirements within agreed deadlines</li> <li>• Achievement of Program KPI's including the number of Health Assessments and General Practitioner Management Performs and Team Care Arrangements and immunisations provided</li> </ul>	<p><b>Essential Criteria:</b></p> <ol style="list-style-type: none"> <li>1. Registered Nurse (Australia) with Child and Family Health post graduate certificate.</li> <li>2. Current Nurse Immunisation Certificate.</li> <li>3. Sound knowledge of community health, public health, and Aboriginal Health.</li> <li>4. Experience working with health service agencies, non-government organisation, community groups and medical professionals at all levels.</li> <li>5. Strong interpersonal skills, including the ability to demonstrate empathy when required.</li> <li>6. Demonstrated experience and implementation of Quality Management Systems.</li> <li>7. Demonstrated ability to work flexibly within tight time schedules and in accordance with variable workload demands.</li> <li>8. Ability to build relationships with all levels of the organisation and the community.</li> <li>9. Continuous developing professional competence and qualifications.</li> <li>10. Ability to hold all relevant security clearances including National Police Check and Working with Children clearance.</li> <li>11. Current valid Driver's license, minimum of Class "C" or equivalent.</li> </ol>

## **Selection Criteria**

1. Registered Nurse (Australia) with Child and Family Health post graduate certificate.
2. Current Nurse Immunisation Certificate.
3. Sound knowledge of community health, public health, and Aboriginal Health.
4. Experience working with health service agencies, non-government organisation, community groups and medical professionals at all levels.
5. Strong interpersonal skills, including the ability to demonstrate empathy when required.
6. Demonstrated experience and implementation of Quality Management Systems.
7. Demonstrated ability to work flexibly within tight time schedules and in accordance with variable workload demands.
8. Ability to build relationships with all levels of the organisation and the community.
9. Continuous developing professional competence and qualifications.
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