



## Durri Aboriginal Corporation Medical Service

ABN 52 730 046 875 ICN 27

Phone: (02) 6560 2300

Fax: (02) 6562 7069

15 – 19 York Lane

(PO Box 136)

Kempsey NSW 2440

*With Compliments*

### **Position Application Package**

**Position Name:** Child & Family Health Nurse - Nambucca Heads

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

**Contact Name:** Alicia Stewart

**Telephone:** (02) 65602355

## General Conditions of Employment

<b>Position:</b>	Child & Family Health Nurse - Nambucca Heads
<b>Position No (If applicable):</b>	N/A
<b>Award:</b>	Nurses Award 2010
<b>Classification:</b>	Nurse Level 2 Pay Point 1 to 4
<b>Salary:</b>	Commencing \$70,227.04 to \$73,764.08 per annum
<b>Award entitlements:</b>	Uniform Allowance
<b>For Identified positions:</b>	Pursuant to Section 14 of the Anti-Discrimination Act 1977 (NSW) Australian Aboriginality is a genuine occupational qualification for this position
<b>Benefits:</b>	9.5% superannuation; salary sacrifice; training and development; employee assistance program; uniform supplied by employer
<b>Employment clearances:</b>	Selection criteria - see page 10
<b>Application:</b>	Email to: <a href="mailto:hr@durri.org.au">hr@durri.org.au</a>
<b>Or post marked confidential to:</b>	Application Human Resources Durri Aboriginal Corporation Medical Service PO Box 136 KEMPSEY NSW 2440
<b>Closing Date:</b>	Monday 17 September 2018 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 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

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> Child and Family Health Nurse	<b>Business Unit:</b> Durri Programs – Nambucca health centre											
<b>Reports To:</b> Chief Executive Officer	<b>Direct Reports:</b> Program Manager											
<b>Primary Objective:</b>												
<p>This position is responsible for assisting clients with a range of health and health related matters related to child and family health, identifying ways to improve health outcomes, working in partnership with the child health team, and community and clients within the community 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. Ensure the delivery of health care to 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>Chief Executive Officer</td> <td>Ongoing – monitoring and review of program outputs and outcomes</td> </tr> <tr> <td>Program 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	Chief Executive Officer	Ongoing – monitoring and review of program outputs and outcomes	Program 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
Contact/Organisation	Purpose/Frequency of Contact											
Chief Executive Officer	Ongoing – monitoring and review of program outputs and outcomes											
Program 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											

Key Accountabilities		
Key Result Area	Major Activities	Performance Measures:
1. Clinical Care and Program Management	<ul style="list-style-type: none"> <li>• Provide appropriate care and clinical advice to clients, which is consistent with qualifications and registration, and source specialised advice and consultation where needed.</li> <li>• Administer medications in accordance with the Australian Nursing and Midwifery Council standards and organisations policies and procedures.</li> <li>• Complete health assessments and referrals to other health and community services as required.</li> <li>• Organise and coordinate specialist clinics related to the program to ensure health assessment and promotion through the region.</li> <li>• Link with appropriate program internal and external to the organisation including AMIHS.</li> <li>• Develop and deliver program training sessions to ensure all program and clinical staff are knowledge 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> <li>• Monitor local aboriginal health matters and needs to provide advice and action plans where appropriate.</li> <li>• Support allied health and other clinical staff in determining the support needed to early health assessments to ensure internal relationships are developed and programs are integrated where appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>• Achievement of Program KPI's.</li> </ul>
2. Community Care	<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> <li>• Obtain feedback from the community to ascertain if communicated messages have been was correctly received.</li> </ul>	<ul style="list-style-type: none"> <li>• Achievement of Program KPI's.</li> </ul>

	<ul style="list-style-type: none"> <li>• Liaise with the Program Manager and other clinical staff in the development, implementation and evaluation of community care plans.</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 function is operating effectively and efficiently, while maintaining a harmonious team environment.</li> <li>• Ensure compliance with relevant OH&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</li> </ul>
<b>4. Compliance</b>	<ul style="list-style-type: none"> <li>• Comply with all relevant legislation and regulatory standards.</li> <li>• Obtain and record accurate health histories and information to ensure compliance with all organisational policies and procedures and legislative requirements.</li> <li>• Ensuring client and community confidentiality is maintained</li> <li>• To comply with all AHPRA registration requirements</li> <li>• Comply with the relevant professional code of Conduct and Standards of Practice.</li> </ul>	<ul style="list-style-type: none"> <li>• Achievement of Program KPI's and regulatory standards</li> </ul>
<b>5. Quality Assurance &amp; Continuous Improvement</b>	<ul style="list-style-type: none"> <li>• Initiate, encourage and support quality assurance activities;</li> <li>• Assist with the review of system, work flow, and operational issues and make recommendations;</li> <li>• In partnership with relevant staff, assist with QMS accreditation and quality improvement activity.</li> </ul>	<ul style="list-style-type: none"> <li>• Achievement of Program KPI's and regulatory standards</li> </ul>
<b>6. Work place Health and Safety</b>	<ul style="list-style-type: none"> <li>• Ensure, within capability, the health and safety of yourself and employees and any other persons in the work areas for which they are responsible</li> <li>• Compliance with WHS legislative requirements and site policies.</li> <li>• Report all hazards, accidents or incidents which could result in injury to others or damage to property;</li> </ul>	<ul style="list-style-type: none"> <li>• Achievement of Program KPI's and regulatory standards</li> </ul>



	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Be familiar with emergency and evacuation procedures and participate in regular training in safety procedures</li> </ul>	
5. Reporting	<ul style="list-style-type: none"> <li>• Provide statistical and management reports to meet organisational, Healthy for Life and New Directions projects, and statutory requirements including analysis, reporting of financial results and supporting recommendations.</li> </ul>	<ul style="list-style-type: none"> <li>• Accuracy and timeliness of qualitative reports</li> <li>• Accuracy and timeliness of statistical reports</li> </ul>
6. Policy and Procedures	<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 nationally 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>
<b>Key Challenges:</b>		<b>Person Specification:</b>
<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> </ul>		<p><b>Qualifications &amp; Experience –</b></p> <ul style="list-style-type: none"> <li>• Registered Nurse (Australia) with sound post-graduate experience in relevant areas of Child and Family health and a current practicing certificate.</li> <li>• Holds a current post graduate certificate in Child and Family Health Nursing, and a current Immunisation Certificate.</li> <li>• Sound knowledge of Aboriginal health and primary health care.</li> <li>• High level interpersonal skills for written and verbal communication with health service agencies, non-government organisation, community groups and medical professionals at all levels</li> <li>• Sound written and problem solving skills</li> <li>• Ability to build relationships with all levels of the organisation and the community</li> </ul> <p>Applicants must be able to demonstrate that they hold/have applied for:</p> <ul style="list-style-type: none"> <li>• Current clearances including National Police Check and Working with Children clearance</li> <li>• Current valid Driver's license, minimum of Class "C" or equivalent</li> </ul>

## Selection Criteria

### Qualifications & Experience –

- Registered Nurse (Australia) with sound post-graduate experience in relevant areas of Child and Family health and a current practicing certificate
- Holds a current post graduate certificate in Child and Family Health Nursing, and a current Immunisation Certificate
- Sound knowledge of Aboriginal health and primary health care
- High level interpersonal skills for written and verbal communication with health service agencies, non-government organisation, community groups and medical professionals at all levels
- Sound written and problem solving skills
- Ability to build relationships with all levels of the organisation and the community.

Applicants must be able to demonstrate that they hold/have applied for:

- Current National Police Check and Working with Children clearance
- Current valid Driver's license, minimum of Class "C" or equivalent.