



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 Nurses

Position No (If applicable): N/A

Contact Name: Alicia Stewart

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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 Nurses
Position No (If applicable):	N/A
Award:	Nurses Award 2010
Classification:	RN1 - Level PP3 - RN2 Level PP4
Salary:	RN1 \$59,536 - RN2 \$73,764 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 10.
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:	Thursday 4 April 2019 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.

Position Description

Position Title: Registered Nurse Primary Health Care	Business Unit: Clinical Services
Reports To: Executive Officer	Direct Reports: Team Leader Clinic
Primary Objective:	
<p>This position is responsible for assisting Aboriginal people with a range of health and health related matters, identifying ways to improve health outcomes, providing support and professional nursing standards to all clients to ensure the achievement of agreed program performance indicators and improvement of health outcomes of clients.</p> <p>The key objectives of the role include:</p> <ol style="list-style-type: none"> i. Ensure the delivery of primary health care to the community ii. Contribute to practices that improve health outcomes for clients and that meet Durri's Clinical KPI's iii. Ensure that clinical educational and promotional activities are implemented iv. Support and participate in the development of evidence based clinical pathways to improve coordination of patient care v. Plan and implement clinical care components and health maintenance through evidence based practice. vi. Ensure Quality Management Systems are appropriately implemented. 	
Position Dimension & Decision Making Authority:	Key Communication Contacts:
<p>Without referral to manager-</p> <ul style="list-style-type: none"> • Routine clinical enquiries from clients and community • Day to day operational needs of the unit <p>After consultation with manager or others –</p> <ul style="list-style-type: none"> • Complex client health problems/issues • Actions that vary from standard policies/practices <p>Referred to managers or others</p> <ul style="list-style-type: none"> • Operational and Capital Expenditure • Complaints and client feedback 	<p>Team Leader clinic: Daily - Direction and achievement of accountabilities</p> <p>Clinic Staff, GPs, Nurses & AHWs: Daily, provide support to the clinic team</p> <p>Client and Community: As needed – Providing help and advice on health related problems</p> <p>All staff: As needed – Support where appropriate</p>

Key Accountabilities		
Key Result Area	Major Activities	Performance Measures:
1. Clinical Care and Program Engagement	<ul style="list-style-type: none"> • Participate in clinic operations in accordance to RACGP accreditation standards • Provide professional support to enrolled nurses and Aboriginal Health Workers within the clinical practice environment • Provide appropriate care and clinical advice to clients which is consistent with qualifications and registration and source specialised advice and consultation where needed • Provide health assessments, management plans and reviews according to the MBS items; and referrals to other health/allied services as required • To provide appropriate clinical care, including acute care and clinical advice to clients with specialised support and consultation where needed • Administer medications in accordance with the Australian Nursing and Midwifery Council standards, regulations and organisations policies and procedures • Participate in the development and delivery of training sessions to ensure all clinical and program staff are knowledgeable and are updated with relevant clinical information • Participate in the development and delivery of health promotion and education strategies that promote community access to services and engage individuals in the management of own health issues • Ensure Quality Management Systems are appropriately implemented within the clinical environment. 	<ul style="list-style-type: none"> • Achievement of KPIs

2. Community Care	<ul style="list-style-type: none"> • Participate in the development of clinical health promotions and education strategies ensuring feedback from the community is incorporated into planning • Maintain partnerships with local health services and community groups to maximize opportunities to improve health outcomes for clients 	<ul style="list-style-type: none"> • Achievement of Clinical KPIs
3. Team work and Collaboration	<ul style="list-style-type: none"> • Collaborate with team members to ensure that clinical operations are effective and efficient, while maintaining a harmonious team environment. • Participate in clinical team meetings in conjunction with Executive Officer, clinical services and relevant teams within Durri. 	<ul style="list-style-type: none"> • Feedback from colleagues • Minutes of Team Meetings
4. Compliance	<ul style="list-style-type: none"> • Comply and implement clinic compliance with all relevant legislation and regulatory standards to include RACGP accreditation and funding body requirements. • Ensure compliance with all organisational policies, procedures and legislative requirements. • Ensure client and community confidentiality is maintained to build and maintain trust within key stakeholder groups. • Ensure compliance with relevant OH&S legislation and that any issues are identified and actioned in line with the policy. 	<ul style="list-style-type: none"> • Accreditation achieved and maintained • Client survey outcomes • Minutes of OHS Committee & Clinic Team
5. Reporting	<ul style="list-style-type: none"> • Ensure client data information meets organisational, statutory and funding body requirements including national key performance indicators. 	<ul style="list-style-type: none"> • Accuracy and timeliness of qualitative reports • Accuracy and timeliness of statistical reports
6. Policy and Procedures	<ul style="list-style-type: none"> • Assist in the development and review of and with policies and procedures in line with industry standards, best practice ideals, legislative requirements and strategic objectives • Attend all mandatory training requirements and participate in staff performance reviews. • Comply with organisational policies 	<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"> • Improving the health of Aboriginal people within region • Achieving program requirements within agreed deadlines 	<p>Qualifications & Experience –</p> <ul style="list-style-type: none"> • Registered Nurse (NSW) with sound post-graduate experience within a relevant clinical field, (previous experience in General Practice, Emergency Department or an Aboriginal Medical Service would be well regarded) • Proven leadership capacity • Sound knowledge of community health, public health and Aboriginal Health • Experience working with health service agencies, non-government organisation, community groups and medical professionals at all levels • Strong interpersonal skills, including the ability to demonstrate empathy when required. • Demonstrated experience and implementation of Quality Management Systems. • Demonstrated ability to work flexibly within tight time schedules and in accordance with variable workload demands • Ability to build relationships with all levels of the organisation and the community • Continuous developing professional competence and qualifications • 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

Selection Criteria

- Registered Nurse (NSW) with sound post-graduate experience within a relevant clinical field, (previous experience in General Practice, Emergency Department or an Aboriginal Medical Service would be well regarded)
- Proven leadership capacity
- Sound knowledge of community health, public health and Aboriginal Health
- Experience working with health service agencies, non-government organisation, community groups and medical professionals at all levels
- Strong interpersonal skills, including the ability to demonstrate empathy when required.
- Demonstrated experience and implementation of Quality Management Systems.
- Demonstrated ability to work flexibly within tight time schedules and in accordance with variable workload demands
- Ability to build relationships with all levels of the organisation and the community
- Continuous developing professional competence and qualifications
- 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