



## **HEALTH CENTRE**

Aboriginal Corporation

Ph: 8956 9942

ABN 61 426 053 586

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### **CHIEF EXECUTIVE OFFICER POSITION DESCRIPTION**

#### **POSITION IDENTIFICATION**

Position Title:	Chief Executive Office (CEO)
Location:	Ampilatwatja Health Centre
Classification:	CEO
Salary	Commencing base salary \$130,000 per annum
Employment Status:	Ongoing, full time after a period of 3 months probation
Hours:	38 hours per week
Date Reviewed:	January 2015

#### **RESPONSIBLE TO**

The CEO is responsible to the Board of the Ampilatwatja Health Centre Aboriginal Corporation (AHCAC). The AHCAC is incorporated under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006*.

#### **POSITION SUMMARY**

The CEO is responsible to the AHCAC Board for the efficient management and administration of all aspects of the Health Centre's operation to ensure it delivers services in an appropriate and timely manner and within budget. Responsibilities include ensuring the effective operation of the Health Centre on a day-to-day basis, and the management of all staff including doctors, nurses and other health workers. Clinical oversight is a feature of the position.

#### **ENVIRONMENT**

##### **Position Context**

The Ampilatwatja Health Centre Aboriginal Corporation (AHCAC) is an Aboriginal community-controlled health service located in the Ampilatwatja Community off the Sandover Highway some 350 kms NE of Alice Springs, in the Northern Territory. The Health Centre has 13 staff including a GP, 3 RANs, 3 trainee Aboriginal Health Practitioners, 2 Admin Support staff, as well as a cleaner, a driver and a groundsman. The Health Centre provides a primary health care service to approximately 650 people who live in the region. Traditional culture is very strong and the community is governed by the traditional owners. Further information about the Ampilatwatja Community may be found at:

[http://www.rahc.com.au/sites/default/files/documents/community\\_profiles/Ampilatwatja%20Community%20Profile.pdf](http://www.rahc.com.au/sites/default/files/documents/community_profiles/Ampilatwatja%20Community%20Profile.pdf)

##### **Reporting Relationships**

The CEO reports to the AHCAC Board on a regular basis.

The Clinic Manager reports to the CEO on a regular basis. In the absence of a Clinic Manager, all staff report to the CEO.



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### **Challenges & Constraints**

This position is situated in a remote location in an Aboriginal Community where, as an employee of the AHCAC, the CEO is expected to be sensitive to and respect the cultural values of the community in which he/she works and lives. The CEO is expected to conduct himself/herself at all times in a manner that reflects this understanding.

Regular travel by 4WD over unmade roads is a feature of this position.

Participation in the after-hours on-call emergency roster may be required in this position.

### **KEY PERFORMANCE AREAS / DUTIES**

#### **Working with the AHCAC Board of Management**

The CEO is required to:

- arrange for regular meetings of the AHCAC Board and ensure all records of Board Meetings and sub-committee meetings are kept;
- report to the Board on a regular basis in regards to the management of the Health Service;
- comply with all resolutions and directions of the Board given by the Board from time to time;
- perform the role of Privacy Officer of the corporation;
- provide strategic advice and support to the Board; and
- at all times act in the best interests of the Board and the Health Service.

#### **Financial Management & Compliance**

The CEO is responsible to the AHCAC Board to:

- manage all services delivered by AHCAC to ensure they are delivered appropriately, within budget, and within the agreed terms of the corporation's funding agreements;
- ensure the Health Centre is compliant with all relevant legislative requirements;
- undertake the efficient financial administration of the Health Centre;
- liaise closely with funding providers and report all activities according to the requirements of internal and external funding bodies. (e.g. OATSIH); and
- develop, implement and evaluate the OATSIH Action Plan.

#### **Clinical Services & Human Resource Management**

The CEO is responsible for ensuring that clinical services are delivered as required by the funding agreements.

The CEO is required to:

- plan and implement an appropriate patient information and recall system (PIRS) that can also provide



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population health information to support strategic and operational planning, and the health service reporting and evaluation requirements of all funders;

- progress the development, implementation and evaluation of AHCAC's agreed regional model of health service delivery;
- mentor and support staff within the facility including performance planning, review and management through the appropriate line managers;
- develop, implement, evaluate and maintain policies relating to the delivery of health services;
- ensure Cold Chain is adhered to;
- liaise with and negotiate with Ampilatwatja, Honeymoon Bore, Irrultja, Atnwengerrp and Welere peoples regarding the current and future requirements for health services in the community;
- develop continuous quality improvement activities including research and evaluation of services and evidence based proposals for future service development;
- develop, implement, maintain and evaluate staff orientation, education and training programs;
- be responsible for clinical leadership and ensuring clinical care is of a high standard;
- maintain cooperative multidisciplinary and inter-sectoral partnerships with other services (local, Territory and National) to ensure a coordinated response to the health needs of all members of the community;
- manage recruitment of clinical staff in accordance with Recruitment and Selection policies and procedures;
- manage, maintain, audit and oversee all health service records including Medicare; and
- be responsible for the proper management of Information & Communications Technology at the health centre, including information security, backup and recovery from disasters.

### **Workplace Health & Safety**

The CEO is responsible for:

- designating a workplace health and safety representative (WHSR);
- ensuring that information relating to workplace health and safety issues is posted on the notice board/conveyed to all members of staff and updated regularly; and
- consulting regularly with staff (including the WHSR) on matters that may directly affect their health, safety or welfare.

### **Risk Management**

The CEO is responsible for:

- ensuring the effective operation of clinical risk management systems including receiving and disseminating



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any important communication or updates (e.g. health alerts), contingency plans, the proper storage and security of medicines and infection control within AHCAC including but not limited to staff immunisation and staff education;

- ensuring environmental cleaning is maintained to an appropriate standard; and
- organisational risk management processes and procedures.

### **QUALIFICATIONS, COMPETENCIES & EXPERIENCE REQUIRED**

#### **Essential Criteria**

- Current registration with AHPRA as a Registered Nurse.
- A minimum of 2 years experience in health management (including financial management) and the supervision of staff.
- Experience working in Aboriginal Primary Health and a demonstrated understanding of the principles of primary health care and their application in a remote Aboriginal Primary Health Care setting.
- Well-developed report writing skills, sound computers skills & experience with patient database systems.
- Demonstrated experience in assisting a Board and an understanding of governance requirements in the Aboriginal community-controlled sector.
- Highly developed cross cultural communication skills and a willingness to take cultural advice from Aboriginal staff and Board members.
- Excellent written and verbal communication skills.
- A current NT driver's license or ability to obtain same.
- Holder of current Ochre Card – Working with Children Clearance.

#### **Desirable Criteria:**

- Tertiary qualification in management or willingness to undertake same, or experience in clinic / medical practice management.
- Experience in managing a small primary health care clinic in a remote setting.
- 4 Wheel Drive experience or awareness or the willingness to undertake 4WD awareness.
- Experience in using an electronic Patient Information and Recall System and an understanding of Medicare claiming.



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### JOBS DEMANDS CHECKLIST

Assessor: D Smith RN CEO, N Morton Date Of Assessment: 8.02.2013

Workday (length & frequency of shifts): 0800 – 1730 with break 1230 -1430

Roster Type: Day shift Monday to Friday, weekends and public holidays off plus on call asrostered

	PHYSICAL DEMANDS - DESCRIPTION (comment)	FREQUENCY					
Critical	<b>Job Demands Frequency Key</b> I = Infrequent - intermittent activity exists for a short time on a very infrequent basis O = Occasional - activity exists up to 1/3 of the time when performing the job F = Frequent - activity exists between 1/3 and 2/3 of the time when performing the job C = Constant - activity exists for more than 2/3 or the time when performing the job R = Repetitive - activity involved repetitive movements N = Not Applicable - activity is not required to perform the job	I	O	F	C	R	N
	<b>Sitting</b> - remaining in a seated position to perform tasks.				x		
	<b>Standing</b> - remaining standing without moving about to perform tasks.			x			
	<b>Walking</b> - Floor type: even / uneven / slippery, indoors / outdoors, slopes.			x			
	<b>Running</b> - Floor type: even / uneven / slippery, indoors / outdoors, slopes.	x					
	<b>Bend/Lean Forward from Waist</b> - Forward bending from the waist to perform tasks.			x			
	<b>Trunk Twisting</b> - Turning from the waist while sitting or standing to perform tasks.			x			
	<b>Kneeling</b> - remaining in a kneeling posture to perform tasks.			x			
	<b>Squatting / Crouching</b> - Adopting a squatting or crouching posture to perform tasks.			x			
	<b>Crawling</b> - Moving by crawling on hands and knees to perform tasks.	x					
	<b>Leg / Foot Movement</b> - Use of leg and / or foot to operate machinery.	x					
	<b>Climbing (stairs/ladders)</b> - Ascend / descend stairs, ladders, steps.		x				
	<b>Lifting / Carrying</b> - Light lifting & carrying - 0 - 9 kg.			x			



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	<b>Lifting / Carrying</b> - Moderate lifting & carrying - 10 - 15 kg.		x			
	<b>Lifting / Carrying</b> - Heavy lifting & carrying - 16kg & above.	x				



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	<b>Reaching</b> - Arms fully extended forward or raised above shoulder.	x					
	<b>Pushing / Pulling / Restraining</b> - Using force to hold / restrain or move objects toward or away from the body.			x			
	<b>Head / Neck Postures</b> - Holding head in a position other than neutral (facing forward).	x					
	<b>Hand &amp; Arm Movements</b> - Repetitive movements of hands and arms.				x		
	<b>Grasping / Fine Manipulation</b> - Gripping, holding, clasping with fingers or hands.	x					
	<b>Work At Heights</b> - Using ladders, footstools, scaffolding, or other objects to perform work.	x					
	<b>Driving</b> - Operating any motor powered vehicle.		x				
Critical	<b>SENSORY DEMANDS - DESCRIPTION (comment)</b>						
	<b>Sight</b> - Use of sight is an integral part of work performance eg. Viewing of X-Rays, computer screens.				x		
	<b>Hearing</b> - Use of hearing is an integral part of work performance eg. Telephone enquiries.				x		
	<b>Smell</b> - Use of smell is an integral part of work performance eg. Working with chemicals.			x			
	<b>Touch</b> - Use of touch is an integral part of work performance.				x		



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<b>Critical</b>	<b>SENSORY DEMANDS - DESCRIPTION (comment)</b>						
	<b>Taste</b> - Use of taste is an integral part of work performance eg. Food preparation.	x					
<b>Critical</b>	<b>PSYCHOSOCIAL DEMANDS - DESCRIPTION (comment)</b>						
	<b>Distressed People</b> - eg. Emergency or grief situations.				x		
	<b>Aggressive &amp; Uncooperative People</b> - eg drug / alcohol, dementia, mental illness.				x		
	<b>Unpredictable People</b> - eg. Dementia, mental illness, head injuries.				x		
	<b>Restraining</b> - involvement in physical containment of patients / clients.	x					
	<b>Exposure to Distressing Situations</b> - eg. Child abuse, viewing dead / mutilated bodies.	x					
<b>Critical</b>	<b>ENVIRONMENTAL DEMANDS - DESCRIPTION (comment)</b>						
	<b>Dust</b> - Exposure to atmospheric dust.	x					
	<b>Gases</b> - Working with explosive or flammable gases requiring precautionary measures.			x			
	<b>Fumes</b> - Exposure to noxious or toxic fumes.			x			
	<b>Liquids</b> - Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE.			x			





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	<b>ENVIRONMENTAL DEMANDS - DESCRIPTION (comment)</b>						
	<b>Hazardous substances</b> - eg. Dry chemicals, glues.			x			
	<b>Noise</b> - Environmental / background noise necessitates people raise their voice to be heard.			x			
	<b>Inadequate Lighting</b> - Risk of trips, falls or eyestrain.			x			
	<b>Sunlight</b> - Risk of sunburn exists from spending more than 10 minutes per day in sunlight.		x				
	<b>Extreme Temperatures</b> - Environmental temperatures are less than 15C or more than 35C.		x				
	<b>Confined Spaces</b> - areas where only one egress (escape route) exists.						x
	<b>Slippery or Uneven Surfaces</b> - Greasy or wet floor surfaces, ramps, uneven ground.		x				
	<b>Inadequate Housekeeping</b> - Obstructions to walkways and work areas cause trips and falls.		x				
	<b>Working At Heights</b> - Ladders / stepladders / scaffolding are required to perform tasks.	x					
	<b>Biological Hazards</b> - eg exposure to body fluids, bacteria, infectious diseases.		x				



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**Additional Position Requirements/Demands Summary:** Sitting for long periods, use of computer for long periods

### PHYSICAL REQUIREMENTS

#### Physical Demands

#### Sensory Demands

**Signature of Manager:** \_\_\_\_\_

**Date:** ...../...../20.....

☐ I am able to fulfil the above requirements without modification.

☐ I am unable to fulfil the above job requirements and need the following modifications:

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.....

**Signature of Employee:** .....

**Date:** ...../...../20....