



Position Title:	Nurse Supervisor
Program:	Australian Nurse Family Partnership Program (ANFPP)
Supervisor:	General Manager, Palmerston
Classification Level:	NURSE 4.1 – 4.3
Salary Range:	Base Salary: \$99,581 - \$106,985 Total Salary: \$111,052 - \$119,309 (Note: Total salary includes leave loading and superannuation)
Staff:	Direct Supervision: 9
Location	Various Locations
Position Created:	23 May 2017

SUMMARY OF POSITION:

The Nurse Supervisor will facilitate the implementation and delivery of the Australian Nurse Family Partnership Program (ANFPP) to pregnant women with an Aboriginal and/or Torres Strait Islander baby and their families using a therapeutic, partnership approach.

OVERVIEW OF DANILA DILBA HEALTH SERVICE (DDHS) AND THE WORK ENVIRONMENT

Background

Established in 1991, Danila Dilba Health Service (DDHS) is a community-controlled organisation providing comprehensive primary health care services to Biluru communities in the Yilli Rreung Region of the Northern Territory.

The mission of DDHS is to improve the physical, mental, spiritual, cultural and social wellbeing of its clients through innovative comprehensive primary health care programs that are based on the principles of equity, access, empowerment, community self-determination and inter-sectoral collaboration.

PRIMARY RESPONSIBILITIES:

Strategic Imperatives

Awareness and understanding of DDHS strategic plan

Contribute in developing and implementing strategies to meeting goals set in the provision of comprehensive primary health care to the Indigenous people of the Greater Darwin Area

Clinical Care

Coordinate delivery of the ANFPP including day to day operational supervision of team members and clinical supervision to support home visiting.

Assign and monitor caseloads and data collection, undertake all clinical supervision activities and assess service delivery, client satisfaction and program efficiency using the Quality Framework.

Work with ANFPP team members to enhance the team's capacity to remain culturally safe in all aspects of ANFPP work.

Co-ordinates community engagement activities and promotes the implementation of the ANFPP within the local community to support the development of client referral pathways.

Supports the development, adaptation and maintenance of appropriate health and program promotion materials for the community and clients.

Develops and implements regular reflective practice supervision within the program and conduct supervised visits, both with frequency recommended by ANFPP.

Provides fortnightly case conferences and team meetings as recommended by ANFPP.

Effectively assists home visiting staff in analysing complex problems and case situations and in the formulation of client-centered, strengths based plans for program delivery.

Ensure the supervision of ANFPP Nurse Home Visitors and Family Partnership Workers utilising the principles and concepts of modelling therapeutic relationships, change theory, self-efficacy, client centered, strength based, and solution focused approaches.

Understand and actively participate in monitoring ANFPP contract, budget and MOUs.

Collaboration with members of the DDHS multidisciplinary team and external services providers within government and non-government organisations to facilitate care and follow to support optimal health outcomes.

Human Resources Management

Participate in cross-cultural education as well as assist in supervision of recruitment, orientation, training and ongoing professional development of all ANFPP staff

Participate in work partnership agreements and provide useful developmental feedback, and develops a plan with staff to address and resolve performance issues.

Be responsible for your professional development by attending relevant workshops to maintain expertise in the program model and related theories and principles and in-services and self-auditing to maintain professional development (CPD) as required.

Communication and Teamwork

Maintain a positive work environment along with harmonious and cooperative relationships with fellow employees, management and clients.

Ensure all interactions with clients and staff show appropriate responses to their needs and demonstrate the application of DDHS' code of conduct.

Contribute to the efficient and effective functioning of the workplace in order to meet organisational objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members as required and undertaking other key responsibilities or activities as directed by your supervisor.

Be responsible to maintaining your own professional work ethics and participate in staff meetings.

Safe Practice and Environment

Proactively address WH&S hazards, incidents and injuries and adhere to infection control processes.

Regularly monitor and review practices and the work environment to ensure a healthy and safe workplace in accordance with DDHS policies and procedures and legislative requirements.

Comply with infection control standards as per DDHS policies and procedures to ensure client and employee safety.

Quality

Identify areas for improvement and make recommendations to improve processes, quality and service delivery outcomes.

Participate in DDHS continuous quality improvement cycles using the ANFPP National Quality Framework and contribute to DDHS program reviews as required.

Comply with the DDHS incident and complaint investigation policies.

Information Management

Maintain client file notes and medical histories in our PIRS system.

Ensure accurate documentation of information in a timely manner.

Maintain client confidentiality at all times.

SELECTION CRITERIA:**Essential:**

1. Current registration as a Nurse with AHPRA with a minimum 3 years relevant clinical experience;
2. Highly developed communication and interpersonal skills, liaison, negotiation and conflict resolution with people from a wide range of cultural and social backgrounds;
3. Demonstrated understanding of the principles of Primary Health Care within Indigenous Health;
4. Demonstrated awareness of and sensitivity to Aboriginal culture and history and knowledge of issues impacting on Aboriginal and Torres Strait Islander peoples;
5. Demonstrated leadership style that is collaborative, pro-active and consonant with principles of self-efficacy, strengths based and solution focused approaches.
6. Ability to work independently, and as a member of a team, with strong organisational skills and demonstrated ability to plan, manage and prioritise tasks;
7. Demonstrated high level computer skills, including experience using Microsoft Word and Excel (or similar) as well as the ability to use clinical practice software;
8. Demonstrated high standard of written skills in the preparation of detailed reports, general correspondence and documentations with an understanding of confidentiality.
9. Preparedness to undertake and complete all ANFPP training and other workplace training as required with a willingness to travel interstate for training.

Desirable:

1. Experience in working in an Aboriginal Community controlled Health Service or similar complex and high risk environment; and,
2. Post-graduate qualifications in Maternal or Child Health

Appointment Factors: (Appointment is subject to)

1. Willing to undergo a Police Check;
2. Ability to obtain a Working with Children Clearance (Ochre Card);
3. Current driver's licence;
4. Current CPR and/or First Aid Certificate or the preparedness to gain one, and
5. Current 'About giving Vaccines' (AGV) certificate or the preparedness to gain one.

Approved:

Olga Havnen

Chief Executive Officer

Date: ____ / ____ / ____

Reviewed by:	Human Resources Manager	June 2018
Approved by:	Chief Executive Officer	June 2018
Review due by:	General Manager - Palmerston	June 2019