



## ANYINGINYI HEALTH ABORIGINAL CORPORATION POSITION DESCRIPTION AND SELECTION CRITERIA

### PARLPURU NINJI KARI - HEALTH SERVICES SECTION

**POSITION:** Registered Nurse - Diabetes Educator - Health Centre

**POSITION NO:** Clinic (A) - 3 **POSITION DESCRIPTION REVIEWED:** July 2018

**REPORTS TO:** Practice Nurse Manager and through him/her to Health Services Section Manager and then General Manager. 1 – 2 year contract.

**LEVEL:** N4 YR1 – YR3 (\$101,076 - \$108,591) inclusive of District Allowance.

**CONDITIONS:** 3 month mandatory Probation Period  
6 weeks pro rata annual leave with 17.5% leave loading  
10 days pro rata personal leave per annum  
9.5% employer superannuation

**Salary Sacrificing:** A minimum amount of \$15,899.94pa can be salary packaged.

All other terms and conditions of employment are as per the *Anyinginyi Enterprise Agreement*.

**Relocation:** Where applicable, please contact HR Office for further details.

**Accommodation:** **Accommodation applicable only if not currently a resident of Tennant Creek.** Furnished accommodation, **if available**, will be provided at the subsidised rent between \$160 & \$190 per week, payable by the employee. A refundable bond of 4 weeks rent plus (\$100 extra if you have animals) payable within 6 weeks of your commencement date for which fortnightly deductions will be handled by Finance from your pay to Anyinginyi Health and a tenancy agreement entered into between Anyinginyi Health, the landlord and yourself as tenant.

These accommodation conditions apply to employee only, if partners or family members are working whilst living in Tennant Creek, commercial rate of rent is applied to respective type of accommodation provided.

**Utilities:** **Telephone:** All private telephone costs and charges will be your responsibility.  
**Electricity & Gas:** All electricity & gas costs will be your responsibility.

**Landlines:** Landlines and computer costs will be your responsibility.

**Motor Vehicle:** A Motor Vehicle does not come with this position, however one will be supplied for work related purposes only during your contract and use of the vehicle will be in line as per the current Anyinginyi Motor Vehicle Policy. It is a requirement that you are in possession of a validated licence at all times.

**OCHRE Card:** It is your responsibility as an employee to ensure that your OCHRE Card is renewed and up to date, failure to do so may result in loss of employment

<b>Criminal History Check:</b>	It is your responsibility to provide a current satisfactory national (or international) criminal history check before an offer of employment will be made.
<b>Dental:</b>	Free General Dentistry only provided to all Anyinginyi employees. Should you require Laboratory work this will need to be paid for.
<b>Gymnasium:</b>	Free to Anyinginyi employees only, other family members who are non Aboriginal are required to join the gymnasium and pay a monthly fee.
<b>Prescriptions:</b>	Free prescriptions.
<b>HOURS of WORK:</b>	Monday – Friday, excluding public holidays 8.00am – 5.00pm Rostered Day Off (RDO) access 8.24am – 5.00pm – no RDOs access.

**NB: It is compulsory that all Anyinginyi employees are in possession of an OCHRE card (NT Working with Children) from NTSafe along with satisfactory completion of a pre-employment National Criminal History check.**



## OUTLINE OF POSITION OBJECTIVES AND RESPONSIBILITIES

### Primary Objectives

This is a responsible position requiring strict confidentiality, initiative and innovation. The Diabetes Educator supports Anyinginyi Health Aboriginal Corporation's (Anyinginyi) mission: *to be a provider of high quality holistic primary health services featuring prevention and treatment in the Barkly region in a culturally responsive way.*

This position necessitates strong relationships with clients, effective collaboration with a multi-disciplinary team of colleagues within the Health Services Section as well as other service providers, and an holistic philosophy to overall good health and wellbeing. More specifically, the responsibilities of this position will assist Anyinginyi to work toward improving Aboriginal health in Tennant Creek and surrounding including but not limited to:

- Contributes to improving health outcomes for Aboriginal and Torres Strait Islander people with chronic health conditions through better access to coordinated and multidisciplinary care.
- Contributes to closing the gap in life expectancy by improved access to culturally appropriate mainstream primary health care services (including but not limited to general practice, allied health and specialists) for Aboriginal and Torres Strait Islander people.
- Assists Aboriginal and Torres Strait Islander people to understand diabetes and how to manage it.
- Advises on the importance of following a care plan, which may include structured support for diabetes self-management and assistance with care plan compliance.
- Provides support in identifying signs that the client's condition may require further assistance from a health professional.
- Maximises community and individual self-reliance, self-care and participation.
- Involves collaboration with other agencies and sector to support an integrated referral and advocacy system.
- Involves documentation and procedural adherence, including Medicare billing.

### Responsibilities

#### **Administration and general**

- Identify and maintain a register of all people within Anyinginyi's service delivery area with diabetes.
- Maintain high quality of practice knowledge, skills and expertise through active participation in professional development including current registration with AHPRA, meeting the continuing professional development standards set by AHPRA, and meeting any other Mandatory Registration Standards.
- Provide advice to clients on diet, smoking, alcohol, other drugs and other lifestyle issues which relate to health and wellbeing.
- Provide capacity building education and information sessions to community.
- Involve traditional elders and leaders in promoting health and wellbeing within the community.
- Organise and participate in clinical supervision so as to continuously provide to high and expected standards.
- Initiate and participate in health promotion activities aimed at individual and population health preventative initiatives, ensuring all program material and content is up to date, appropriate, relevant and engaging for the target audience.
- Provide assistance and support for all Health Services staff, including providing information and presentations to staff and others relating to the work being undertaken around identification and management of diabetes locally.
- Use office equipment and technology in accordance with Anyinginyi's policies.
- Assist in the ordering and accounting for pharmaceutical and other supplies.
- Produce written reports as and when requested in relation to the activities and responsibilities of this portfolio.
- Initiate, coordinate and/or participate in quality improvement activities in collaboration with health professionals, patients/clients and families to ensure best practice and the continuous improvement of systems is achieved to meet professional and industry standards, including work health and safety.

- Uphold the vision, mission and priorities of the organisation as determined by the Board of Directors and outlined in its Strategic Plan.
- Identify and manage risk or potential risk to clients in order to reduce immediate concerns.
- Foster a professional and culturally safe work environment through supportive and effective management of identified program portfolios.
- Promote and support an alcohol, tobacco and other drugs free workplace strategies and exemplify aligned behaviours.
- Work within limits of confidentiality and privacy appropriate to this portfolio.
- Participate in staff training and development, organisation-wide, site based team meetings, collaborative planning activities and other meetings or activities relevant to this position.
- Travel to remote communities.
- Undertake other duties as required.

### ***Clinical***

- Maintain the Anyinginyi client registration in accordance with client information systems – Communicare as well as Medicare Closing the Gap (CTG) e-PIP guidelines.
- Work closely with the GPs and other health professionals (including locum staff) to ensure that services offered to clients' meet contemporary standards for high quality care and consistency with diabetes treatment and management including telehealth consultations.
- Provide high quality diabetes nursing care to individuals with diabetes, their families and support network.
- Provide high quality diabetes education to individuals with diabetes, their families and support network.
- Provide high quality health living education with diabetes, their families and their support network.
- Provide general health care – assessment and management of a broad range of clinical problems in consultation with AHPs, Doctors and other RNs in line with the CARPA Standard Treatment Manual protocols.
- Work effectively as a member of a culturally responsive multi-disciplinary team.
- Document a generic care pathway to form the basic framework for treatment and care, utilising existing electronic health record systems and appropriate checklists to optimise Medicare billing.
- Be familiar with and competent in the use of standard basic medical equipment.
- Dispense pharmaceutical therapies, including the administration of vaccines and prescribed pharmaceuticals for common conditions.
- Assist in implementation of quality assurance and other evaluation programs to ensure a high quality of clinical care.
- All clinicians are expected to work as part of the team in a variety of clinical activities. These may include cold chain/vaccine fridge management, infectious disease/hazardous waste management, packing of pathology specimens and infection control.

### ***Community Care***

- Work closely with all Aboriginal Health Practitioners (AHPs) to improve engagement and access by Aboriginal clients to health services and the attendance for necessary recalls.
- Participate in dealing with issues affecting the social and emotional wellbeing of the community in line and associated with diabetes activities.
- Deliver environmental health care.
- Deliver health education and health promotion.
- Facilitate and participate in the opportunistic and community screening activities.
- Develop and maintain strong collaborative partnerships with key stakeholders and service providers in the Barkly Region with a focus on adopting an holistic approach to ensure agencies are working together to address the key responsibilities of this position.
- Visit remote communities as required and as negotiated with the Practice Nurse Manager and the Health Services Section Manager.



- Provide capacity building education and information sessions to community where required.

### **Management and Teams**

- Advocate for rights and needs of individuals, families and communities on health related issues.
- Demonstrate safe work practices.
- Cohesive team work to deliver effective health outcomes.
- Provide informal training, specifically support and education for AHPs, Doctors, RNs and other Health Centre support staff where relevant and necessary.
- Participate in the implementation of disaster plans.
- Manage identified and specific projects from time to time.

### **Research**

- Accurately record and collect data on community health.
- Contribute to clinical reports and research activities.

### **Decision making**

This position reports directly to the Practice Nurse Manager and through them to the Section Manager, Health Services Section, and will consult with both the Practice Nurse Manager and the Section Manager in undertaking responsibilities, making recommendation to achieve the aim of the responsibilities of this position as well as achieving the goals of the organisation.

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***CVs/Resumes provided to Anyinginyi will be retained on file either the successful Application Employment file for the duration of employment or on the Position Advertising file, documents are kept for a period of 7 years after cessation of employment or closure of position advertising file and then destroyed.***

## KEY SELECTION CRITERIA

To be successful in this role, you will need to evidence the following essential capabilities and competencies:

### Essential

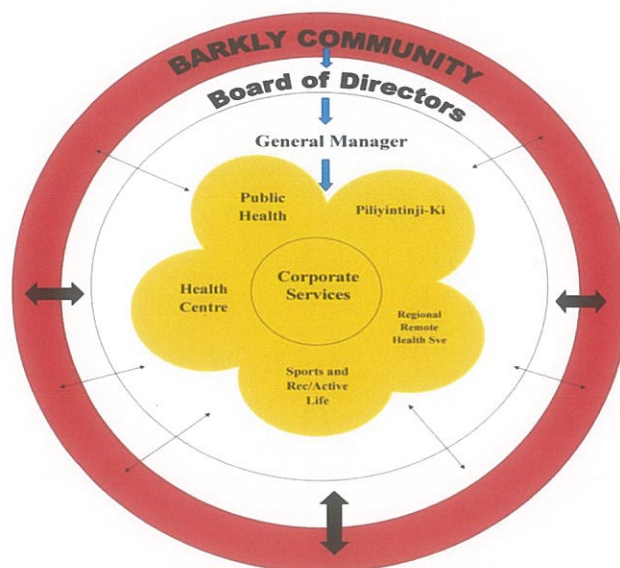
1. Registered to practice as a nurse and have current AHPRA registration.
2. Evidenced understanding of the Primary Health Care system and key issues relevant to closing the gap in health outcomes for Aboriginal and Torres Strait Islander peoples, including the ability to communicate and support the delivery of culturally responsive programs and services.
3. Experience providing clinical care and education to individuals with diabetes, their families and their support network.
4. Current certification to give vaccines in the Northern Territory or ability to achieve this.
5. Ability to undertake triage of clients, in particular those contacting or presenting to the Health Centre with acute/emergency health problems.
6. Experience in coordinating and facilitating clinical and informed education practices against the requirements of this portfolio, including supervision of staff and the ability to work with minimal supervision, maintain lines of accountability, set work priorities and meet deadlines.
7. Demonstrated high level of communication, negotiation and consultation skills and the ability to work as part of a multi-disciplinary team.
8. Demonstrated ability to think laterally and be innovative in response to the changing health needs of Aboriginal clients with a willingness to incorporate local values and protocols in wellbeing programs, services and initiatives.
9. Knowledge and experience in monitoring health and safety standards within a clinical workplace and quality improvement practices in response to emerging issues, evaluations and/or accreditation processes/
10. High level skills and knowledge of Microsoft Office applications including the ability to use client information management systems to support data input, data collection, clinical analysis and report writing.
11. Willingness to work in a remote environment.
12. Current Driver's licence.

### Desirable

1. Experience working in an Aboriginal community controlled organisation.
2. Previous experience in Tele-health, or willing to learn to increase the uptake of Tele-health consultations with specialist and supplementary allied health services.
3. Experience in and knowledge of health service delivery in remote communities, including Aboriginal Communities.
4. Up to date skills and knowledge in diabetes management or hold a graduate certificate in diabetes education and management from an ADEA-accredited University.

## ORGANISATIONAL OVERVIEW

### The Anyinginyi Health Aboriginal Corporation Governance Model



Anyinginyi Governance Model

In line with the Pathways to Community Control “...Community Control requires communities and their organization to possess both the understanding of and the ability to apply the knowledge and competence on which sound engagement is built. It also depends on the capability of government organizations and structures to understand and find new ways of working that responds to community’s calls for greater levels of engagement.” (Page 9, Pathways to Community Control)

The Anyinginyi Governance Model illustrates how the Barkly community, Anyinginyi Board of Directors, the General Manager and the Anyinginyi Sections are integrated and work collaboratively serving the needs of their clients.

The border of the Model represents the Barkly region. The Barkly community representatives are elected to the Anyinginyi Board of Directors situated in the Model’s inner rim. The business of the corporation is managed by or under the direction of the Board of Directors. The Directors may exercise all the powers of the corporation except any that the CATSI Act or the Anyinginyi Rule Book requires the corporation to exercise in general meetings.

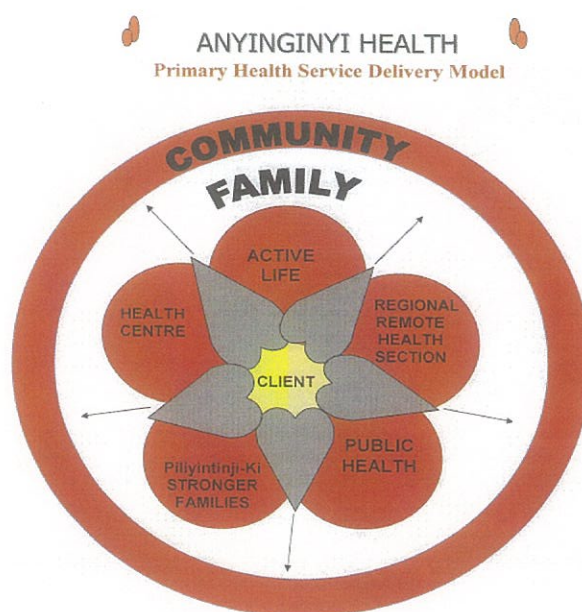
The General Manager over sees the everyday operations of Anyinginyi as an entity. Each highlighted Section is managed by individual Section Manager to guide and direct the programs of each section and oversee the management of employees.

The arrows within the Governance Model represent how services are utilised. There are various ways that clients or individuals can access Anyinginyi Services for example:

- Community people accessing our services – on a needs basis
- Anyinginyi representatives from their individual sections going out and providing an outreach service to the community/communities or promotion of programs



## The Anyinginyi Health Aboriginal Corporation Primary Health Care Service Delivery Model



Primary Health Care is a social approach to health that is about ensuring everyone has the right to affordable, accessible and appropriate health care. Primary health care has a broad focus on the social environment rather than just health services. It has a holistic approach to health development and based on social justice, equity, community participation, social acceptability, cultural safety and trust. It also has a broad approach that strongly links with the social determinants of health.

The primary health care approach includes prevention, advice, public health, education, promotion, research, evaluation and community development, as well as primary care delivered in an empowering, multidisciplinary way that helps people to help themselves.

The Anyinginyi Primary Health Care Service Delivery Model reflects the important elements of the holistic health care approach in combining the community, family and client. When managing Aboriginal client care the three components of family, community and culture are intrinsic to good health outcomes.

The Anyinginyi Primary Health Service Delivery Model underpins the way all Anyinginyi services are delivered to the individual client, their family and overall to the community. All Anyinginyi client-Related policies and procedures reflect the Primary Health Service Delivery Model. Each Anyinginyi Section has a set of referral forms and processes in place that links the client to more than one Section.



## **“Whole of Family” Primary Health Care Approach**

Anyinginyi programs have been developed to strengthen all areas of well-being for Aboriginal people. Anyinginyi's strategic Plan 2014/16 has identified a review of Anyinginyi Section's roles and responsibilities as required.

The following information is provided as an overview of program areas:

### **➤ Parlpuru Ninji Kari - Health Centre**

The Health Centre delivers primary health care, clinical, GP, women's health, men's health, chronic disease management, Specialist services and community engagement liaison.

Anyinginyi has been working proactively with government service providers to develop partnerships and coordinate service delivery to achieve better outcomes for clients. The Health Centre is often the first point of contact for clients, formal referral systems have been established to link clients with other services. Clients may be referred to other sections within Anyinginyi in line with the service delivery model. It is a priority of Anyinginyi to improve medical input to the Board and management whilst providing improved support to clinicians.

### **➤ Manu Kinapina Parlpuru Ninji Kari - Regional Remote Health Service**

The Regional Remote Health Section provides the following services –

Bush Mobile – providing primary health care services to remote communities within a 100km radius of Tennant Creek not serviced by the Northern Territory Department of Health. This service is supported by a medical officer and two nursing staff with the assistance of an ALO/AHP and administrative staff.

North Barkly Zone – providing primary health care services to remote communities of the North Barkly region not serviced by the Northern Territory Department of Health. This service is supported by a medical officer and a registered nurse with assistance of an ALO/AHP and administrative staff.

Allied Health Services – a full-time nutritionist provides services to major communities within the whole of Barkly region (including Tennant Creek). In addition a Physiotherapist and Podiatrist provide fortnightly locum visits six times per year, the latter focusing on Tennant Creek (at present) with the Physiotherapist providing extra services twice yearly for two weeks to the cattle stations in the north Barkly.

Grow Well Program – providing health and capacity building education activities to parents/carers of young children in major communities of the Barkly region. Activities include playgroup, good health & hygiene practices, home skills education, caring for the home environment, self-empowerment.

EHSDI Program – the provision of funding for the identification of community members who have not had regular adult or child health checks and providing the latter in an environment conducive to better compliance.

### **➤ Wirlyarra punjarlki kapi Miripartijiki – Sport & Rec**

This section delivers programs across a broad spectrum of Sport and Recreational areas to all age groups.

The Sport and Recreation team facilitate a wide range of social sports that the community engages in. These sports include Volleyball, Netball, Cricket, Soccer, Softball and more. Sport and Recreation also manages a commercial, well equipped gymnasium, which is utilised by a broad range of the community. Whilst being a member of the gymnasium, our members are entitled to a personalised fitness program tailor made to suit their needs to live a healthy and more active lifestyle.



Sport and Recreation provide a range of group fitness classes that include Pump, Crossfit, Boxercise, Circuit and our own dedicated women's classes. There is also a dedicated Womens Program officer employed by Anyinginyi Health Aboriginal Corporation to engage in women of all ages to participate in programs such as gym sessions, fitness classes and sports as well in a fun friendly environment

Every weekday during the School term, the Sport and Recreation team provide a structured, active lifestyle programs for kids. These activities include Basketball, Soccer, Netball, Tennis, Tball and Dodgeball. This program also flows on into the School Holiday Program where there is a range of activities to keep the kids entertain during the School Holidays.

Wirlyarra Punjarli Kapi Miripartijiki is working towards seeing the whole of the community create healthier lifestyles choices by becoming more active through Sport, Fitness or any other form of movement.

### ➤ **Kalpa purru Wirranjarlki - Public Health & Promoting Healthy Behaviours Section**

This section delivers preventative and educational programs across a broad spectrum of health areas, including trachoma, eye health, skin health, tobacco and healthy lifestyles, FASD and diabetes education, amongst others. Programs in PHU aim to increase community members' ability to have control over their own health, through raising awareness, health promotion and health education, specific health checks and screening, and responding to public health issues.

### ➤ **Piliyintinji-ki - Stronger Families**

Piliyintinji-ki Stronger Families (PSF) operates on the ethos that community development and empowerment, through a range of responsive and appropriate initiatives and direct supports, is the most meaningful approach to promoting effective ways to address the 'whole of life' issues impacting on our clients' health and wellbeing.

PSF takes a collaborative approach to working with all stakeholders to build solid relationships that reinforce connections to the principal of a 'whole of life' health care model and provides culturally appropriate and responsive programs and services for Aboriginal men, women and children that include: promotion and prevention initiatives fundamental to improve physical, spiritual, social and emotional health and wellbeing; access and referral to a range of services to assist with the impacts of alcohol and other drugs misuse/abuse; family and parenting strengthening; community connectedness; outreach and advocacy, and counselling and practical supports for individuals and families experiencing social and emotional distress associated with trauma and grief, forced separation of children from their families, family violence and suicide.

This wrap-around model of service delivery assumes a holistic approach to care and supports that are delivered with regard to cultural protocols and practices, including gender and familial obligations.

### ➤ **Nyangirru Piliyi-ngara Kurannta - Corporate Services**

The Corporate Services Section is the business of the organization responsible for Management and Elected Arm administration, regional organizational partnerships, operational policies and procedures, income and expenditure reporting and monitoring service delivery goals for each Anyinginyi Section for implementation. Corporate Services also delivers financial management and asset development, efficient and responsive human resources, Information Technology, and stores and property management.

Corporate Services continually reviews systems to identify the range and scope of accountability pathways, financial policy, management and procedural matters to ensure effective performance and delivery. Regional systems and structures to support appropriate staffing, human resources and industrial arrangements have been aligned with regional governance within budget scope.

Anyinginyi's CQI processes developed are operational according to the NT CQI program with ongoing CQI participation and support from a locally based Barkly CQI Facilitator position. Anyinginyi strives for an



effective CQI program to be in place. The Anyinginyi Board of Directors has identified Quality Assurance as a priority for ongoing organizational development.