



**ANYINGINYI HEALTH ABORIGINAL CORPORATION
POSITION DESCRIPTION AND SELECTION CRITERIA**

PARLPURU NINJI KARI - HEALTH SERVICES SECTION

POSITION: Registered Nurse (Female) – General Women's Health

POSITION NO: Clinic (W) - 6 **POSITION DESCRIPTION REVIEWED:** July 2018

REPORTS TO: Practice Nurse Manager then Health Services Section Manager and through them to the General Manager.

LEVEL: **N4Y1 – N4Y3**
\$101,076 - \$108,591
Based on qualifications and experience.

Conditions: 1 – 2 year contract.
3 month mandatory Probation Period.
6 weeks pro rata annual leave with 17.5% leave loading.
10 days sick leave per annum, pro rata.
9.5% employer superannuation.
RDO's.

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

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

Vehicle: A vehicle does not come with this position. However, a pool of vehicles are provided within each Section for business purposes only. Use and maintenance of these vehicles will be in accordance with the Anyinginyi Motor Vehicle Policy. You must be in possession of a validated licence at all times.

Dental: Free General Dentistry is offered to Anyinginyi employees, any Laboratory work must be paid for by the employee.

Gymnasium: Free gym membership is offered to all Anyinginyi employees only.

Prescriptions: Free general prescriptions for Anyinginyi employees only.

Ochre Card: It is compulsory to be in possession of an Ochre Card or have the ability to apply for one prior to commencement of employment.

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**National Police
Check:**

Where applicable, please contact HR Office for further details.

Hours of Work:

Monday – Friday, excluding public holidays
8.00am – 5.00pm Rostered Day Off (RDO) access
8.24am – 5.00pm – no RDOs access.

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OUTLINE OF POSITION OBJECTIVES AND RESPONSIBILITIES

Primary Objectives

This is a responsible position requiring strict confidentiality, initiative and innovation while supporting 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 women's health in Tennant Creek, including surrounding communities but not limited to:

Responsibilities

Administration and general

- Working closely with the Aboriginal Health Practitioners, maintain and develop culturally appropriate and accessible health services for men. (CARPA Standard Treatment Manual).
- Continue the ongoing development and promotion of Anyinginyi Health program and participates in health and wellbeing check clinics.
- Provide STI education, screening and contract tracing.
- Provide sexual health and family planning counseling as appropriate.
- Provide advice to clients on diet, smoking, alcohol, other drugs and other lifestyle issues which relate to health wellbeing.
- Provide capacity building education and information sessions to community.
- Involve traditional elders and leaders in promoting health and wellbeing within the community.
- 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.
- Maintain the Anyinginyi client / patient registration in accordance with client information systems Communicare as well as Medicare Closing the Gap (CTG) e-PIP guidelines.
- 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.

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- 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 portfolio.
- 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

- Provide general health care – assessment and management of a broad range of clinical problems in consultation with AHP's, Doctors, other nurses or CARPA Standard Treatment Manual written protocols.
- Deliver health checks and promote health awareness.
- Provide appropriate general treatment of common conditions as per Carpa.
- Provide emergency First line treatment for clients while awaiting ambulance transfer. Occasionally this may require some stabilisation e.g. IV cannula, fluid replacement and/or medications.
- Facilitate and participate in the opportunistic and community screening activities.
- 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. Clinical items include diabetic and asthma management, wound management, spirometry, ECG and vaccinations.
- Staff are also required to check equipment such as the Emergency Trolley, DDA's, and Doctor's Bag, and calibrate Hemocues, glucometers, INR and HbA1c machines at regular intervals.

Specific Care

- Deliver health care to women, youth, aged and people with disabilities, including prompt follow up and recall of patients in liaison with AHP'S, Doctors and other nurses, and facilitate tracing (for notifiable diseases) and treatment of patients moving between communities, homelands and outstations.
- Deliver substance abuse care, nutritional care and mental health care.
- Provide other specialist health care including the arrangement of outpatient appointments and transportation for patients.

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Community Care

- Participate in dealing with issues affecting the social and emotional wellbeing of the community.
- Deliver and/or refer counseling supports to individuals and families on health and wellbeing related issues.
- Deliver environmental health care.
- Deliver health education and health promotion.

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 nurses, Doctors and other health care staff.
- Participate in the implementation of disaster plans.
- Supervise the work of AHP's.
- Manage identified and specific projects from time to time.

Research

- Collect data on community health.
- Facilitate the maintenance of accurate and up to date data for the population register (community profile).
- Contribute to clinical reports and research activities.

Decision making

This position reports 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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Selection Criteria

Please provide a demonstrated brief summary on each of the points raised below.

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 with an understanding of the importance of traditional cultures, values and protocols.
3. Current certification to give vaccines in the Northern Territory or ability to achieve this.
4. Ability to undertake triage of clients, in particular those contacting or presenting to the Health Centre with acute/emergency health problems.
5. Experience in providing clinical care in the areas of wound management, immunisations, comprehensive health assessments and chronic disease management.
6. Experience in coordinating clinical practice or similar, 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 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.
13. Be in possession of or have the ability to apply for an OCHRE Card (Working with Children).

Favorably considered amongst short-listed applicants

1. Experience working in an Aboriginal community controlled organisation.
2. Appropriate tertiary and/or post basic qualifications such as Child Health, Midwifery, Psychiatry, Public Health, Primary Health Care, Mental Health and/or experience in Remote Area Nursing.

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