

# Flinders Island Aboriginal Association Incorporated

## **POSITION DESCRIPTION**

**Position Title:** Community Nurse Manager

**Location:** Primarily Lady Barron

**Responsible To:** CEO

**Direct Reports:** Health Workers, Aged Care RN and Workers, Mums and Bubs Coordinator.

**Salary:** Competitive salary based on Award depending on qualifications and experience plus 9½ % superannuation and attractive salary packaging that enhances take home pay.

**Conditions & Hours:** Full time position based on Award, FIAAI Policies and Procedures and National Employment Standards.

**Term of Contact:** An initial probationary period then dependant on program funding and satisfactory performance.

### **About the Organisation:**

The Flinders Island Aboriginal Association Inc (FIAAI) is an Aboriginal Community Controlled Organisation which is governed by a community elected Committee of Management.

FIAAI is a family friendly, flexible workplace that supports staff and encourages training and development.

FIAAI provide a range of services on Flinders Island including primary health care, housing, aged care and a statewide health promotion project.

### **About the Position:**

The health service consists of five permanent staff, a number of casuals and visiting services including a GP; who provide a wide range of services to a relatively small population. This position will be responsible for the development, delivery and management of FIAAI's primary health care including aged care. The role includes clinical nursing and working as part of a team to deliver comprehensive primary health care including health assessments, care coordination and health promotion. Other duties include liaison with other health professionals, the provision of advice and advocacy, and associated administrative, management and reporting responsibilities.

### **Major Duties:**

- Maintaining a holistic approach to the planning and delivery of health care which recognizes the physical, emotional, spiritual, social and environmental aspects of the individual and the community;
- Working as part of a team to deliver comprehensive primary health care;
- Clinical nursing and care coordination of clients with complex care needs;
- Development of programs that promote wellbeing;
- Development of programs for groups of people with health problems;
- Planning, implementing and evaluating health promotion programs in conjunction with the team;
- Coordinating visiting services that address the health needs of the community;
- Liaising with external providers to support and promote coordinated and comprehensive care;
- Undertake general administrative tasks associated with client management and record keeping;
- Lead the Health Team in continuous quality improvement activities and accreditation;
- To be empathetic, compassionate and committed to the self respect, cultural acceptance and informed decision making of our clients and their community;
- Support and develop staff;
- Foster a teamwork approach between staff and maintain effective working relationships between staff, committee and the community;
- Willingness to undertake one off projects and other duties as negotiated with the CEO

### **Key Selection Criteria**

1. Relevant qualifications and experience.
2. Understanding of the health, social, cultural and emotional wellbeing needs of Tasmanian Aboriginal people.
3. Highly developed oral and written communication skills.

4. Demonstrated pro-active team member with a high standard of interpersonal skills that allows for a client focus within a quality framework.
5. Demonstrated experience in the provision of community based primary health care.
6. Active interest and experience in the delivery of health promotion programs.
7. Demonstrated ability to prioritise workload, work independently and as part of a team.
8. Ability to judge when issues should be drawn to the attention of the CEO.
9. Ability to maintain confidentiality.
10. Ability to relate to, and work positively with FIAAI staff and Members.
11. Eligibility for a current Tasmanian Driving Licence and Tasmanian nurse registration.

### **Desirable Criteria:**

Ideally the successful candidate will have five years post graduate experience, have worked as part of a management team and have experience delivering community based programs.

### **Security Check**

A police check will be required to be undertaken before formal finalisation of appointment.

Applications can be made by going online to Employment Office **[put link here](#)**

**Applications close COB 9<sup>th</sup> January 2017**