###### ANYINGINYI HEALTH ABORIGINAL CORPORATION

POSITION DESCRIPTION & SELECTION CRITERIA

# 

**PARLPURU NINJI KARI - HEALTH SERVICES SECTION**

**POSITION: HEALTH SERVICES SECTION MANAGER**

**POSITION NO: Clinic - 1**  **REVIEWED:** February 2018

**REPORTS TO:** General Manager

**SALARY: Administration Level 9.1 – 9.4**

($98,101.05 – $117,732.06) plus $1000 District Allowance per annum.

Level based on qualifications and experience.

**CONDITIONS:** 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.

All other terms and conditions of employment are as per the current

Anyinginyi Health Aboriginal Corporation (Anyinginyi) Enterprise

Agreement.

**Salary Sacrificing:** A minimum amount of $15,899.94 per annum can be packaged. It is recommended that you speak with your own Accountant or Financial Adviser to ensure that salary sacrificing arrangements suit your personal situation.

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

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

**Vehicle:** Provided for select positions for business associated duties and restricted private use. Private use of Corporate Vehicle only for 2500kms per year, fuel not included and renewed on each anniversary date of employment. The use and maintenance of the corporate vehicle will be in line with the current Anyinginyi Motor Vehicle Policy. It is a requirement that you must be in possession of a valid driver’s 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 employees only.

**Prescriptions:** Free general prescriptions for Anyinginyi employees only.

**Ochre Card:** It is compulsory to be in possession of an Ochre Card (NT Working with Children) or have the ability to apply for one prior to commencement of employment. Please refer to NT Safe for further information.

**National Police** Where applicable, please contact HR Office for further details.

**Check:**

**Hours of Work:** Monday – Friday, excluding public holidays

8.00am – 5.00pm Rostered Day Off (RDO) access

8.24am – 5.00pm – no RDOs access.

Weekend work may occur.

**OUTLINE OF POSITION OBJECTIVES AND DUTIES**

**Primary Objectives/Outline**

To manage the staff and resources of the Anyinginyi Health Services that is comprised of the following:- Health Centre, RRHS, and Allied Health to ensure a high standard of care is provided in a culturally responsive manner. Work with fellow Section Manager’s in multi servicing needs for Anyinginyi clients.

This is a position with funding available for up to two years. The Health Services Section Manager will be responsible for delivering Primary Health Care services through Anyinginyi. The Health Services Section is based at Anyinginyi in Tennant Creek.

The Health Services Section Manager will be responsible to the Anyinginyi General Manager and will attend meetings of the Section Managers and Anyinginyi Board of Directors as required. The Health Services Section Manager is a member of the Anyinginyi Executive Leadership team.

**Duties and Responsibilities**

**Strategic Imperatives**

**General Management**

* Ability to demonstrate skill transfer to Aboriginal staff employed in the same work area as the contracted employee.
* Record Management – ensure compliance with relevant legislation and Australian Standards, maintain privacy and confidentiality as a priority.
* Communicate Board and senior management decisions to staff and provide Board and senior management with regular status reports on the program, as directed by the General Manager.
* Contribute to the development of organisational planning and align section activity with Board and Primary Health Care goals.
* Ensure strategic links are established and maintained with funding bodies and other service providers working in the areas associated with Primary Health Care, *especially* the internal liaison and service coordination between Anyinginyi Sections.
* Develop Chronic Disease Management in line with Partnership Agreements that allow for strategic health data collection for health development and reporting purposes.
* Develop statistical collection for evidence based purposes for organization and program development.
* Regular reports to Board of Directors.
* Effectively manage the staff and resources of Health Services Section.
* Ensure a quality health service is provided to all clients.
* Maintain AGPAL accreditation.
* Fulfil Commonwealth and NT Aboriginal Health Key Performance Indicator (KPI) data collection obligations to submit complete, high quality KPI data each reporting cycle.
* In consultation with the GM and Board develop strategies and annual Action Plans that incorporates Commonwealth and NT Aboriginal Health Key Performance Indicator (KPI) data to meet the needs of the Anyinginyi community and members.
* Enhance service quality through CQI processes that progress ongoing achievement of KPI benchmarks and comparable sector achievements.
* In conjunction with other Anyinginyi Section Manager’s develop and implement multi sectional programs and activities.
* In conjunction with other Health Providers and External Agencies develop and implement multi program activities and programs where approved by General Manager or Anyinginyi Board.
* Ensure all staff act in a culturally responsive manner.
* Ensure the physical facility reflects a culturally responsive approach.
* Participate in the quality plan of the organisation and in particular provide reports on waiting times, clients and numbers, clients not able to attend to, etc.
* Assist in improving the public image of Anyinginyi in general and the Health Services Section in particular.
* A commitment to engage with Continuous Quality Activities within the section of Anyinginyi that you are employed in, on a personal and team level.
* Ensure all staff provide a high level of customer service.
* Maintain confidentiality at all times.
* Meet weekly or when required with Health Services staff and involve staff in services planning, implementation and evaluation of services.
* Any other duties as delegated by the General Manager in line with position or organisational requirements.
* Maintain confidentiality and work as a member of a high performing multi-disciplinary team.
* Acknowledge and respect Aboriginal values, beliefs, customs, language and traditional practices.
* Maintain and adhere to Anyinginyi policies and procedures and implement and advocate the Anyinginyi Board’s Strategic Plan goals, objectives and strategies, particularly in achieving the desired outcomes of the Health Centre Action Plan.
* Ensure weekly multi-disciplinary team meetings with Senior male and female Aboriginal Health Practitioners, Practise Nurse Manager, and Senior GP.

**Leadership and Human Resource Management:**

* Proactively attend and contribute to all relevant internal and external meetings as an ambassador of Anyinginyi as delegated to by the General Manager.
* Promote the role and importance of Aboriginal Community Controlled Health Services within staff, government and the community.
* Assist in the attraction and retention of staff.
* Assist in the attraction and retention of Aboriginal Health Practitioners.
* Involve staff in development of a business plan for Health Services Section that is supportive of the organisations Strategic Plan.
* Implement system-level improvements to enhance the delivery of quality Primary Health Care services.

**Financial Management** (in partnership with the Corporate Services Section Manager)

* Prepare annual budgets.
* Manage budgets i.e. expend funding against section budgets, ensure value for money.
* Establish forward estimates for the section’s ongoing funding.
* Monitor and manage Funding Agreement compliance i.e. reporting requirements, funds are expended for the purpose of the grant and in line with grant terms and conditions.
* Manage resources within budgetary constraints i.e. operations balanced against resources.
* Seek new sources of funding and write submissions to resource the section to its full capacity.

**Decision making**

**Develop and coordinate external support networks**

**Multidisciplinary Practice**

**Administrative Responsibilities and Quality Assurance**

**Safe Practice and Environment**

* Proactively contribute to addressing WH&S hazards, incidents and injuries and adhere to infection control processes.
* Contribute to the regular monitoring and review of practices and the work environment to ensure a healthy and safe workplace in accordance with Anyinginyi policies, procedures and legislative requirements.
* Identify and manage risk both at the center and/or during outreach services and/or potential risk to clients in order to reduce immediate concerns through appropriate risk management processes.
* Foster a professional and culturally safe work environment through supportive and effective management of identified issues utilizing ‘Riskman’, recording WHS meeting minutes and implementation of processes discussed within your team.
* Participate in staff training and development, organisation-wide, site based team meetings, collaborative planning activities and other meetings or activities relevant to this position.
* Keep secure and maintain Anyinginyi’s Piliyintinji-ki Stronger Families Centre and equipment in a clean and safe condition to ensure employees, clients and visitors are provided with a safe and healthy environment at all times, liaising with the Team Leader where maintenance is required.

**SELECTION CRITERIA**

# Essential

1. An understanding of Aboriginal traditions and customs including a willingness to incorporate Aboriginal culture and traditions into service delivery.
2. An understanding of issues pertaining to Aboriginal primary health and general health care.
3. Knowledge/experience of Public Health and Health Promotion project development.
4. Demonstrated understanding of the philosophy governing independent Aboriginal community-controlled organisations.
5. Demonstrated experience in working with a community controlled Aboriginal organization and the ability to develop/deliver strategic planning goals in line with the organisation’s main business/operational plan, including preparation of whole-of-government responses and submission writing.
6. Demonstrating experience in developing and implementing multi sectional programs and activities.
7. Demonstrated high level interpersonal and communication skills, written and verbal, to communicate sensitive, complex and less complex subjects to a diversity of Aboriginal and non-Aboriginal groups.
8. Demonstrated ability to write and develop policy, undertake advocacy and develop collaborative partnerships.
9. Demonstrated awareness of the Commonwealth and Northern Territory Key Performance Indicators.
10. Demonstrated experience in budget management, monitoring, reporting and sourcing of future funding in line with legislative requirements and the terms and conditions of funding.
11. Demonstrated experience in performance management of subordinates, working in a team environment, and understanding of human resources management, and Work Health Safety requirements for working in remote conditions.
12. Demonstrated experience or ability to developing the capacity of Aboriginal staff including staff with limited or no formal qualification but with extensive community and language speaking ability.
13. Demonstrated ability to use information technology resources, Microsoft Word, Excel, PowerPoint, and an aptitude to learn new programs.
14. Demonstrated high level skills and knowledge of including the ability to use client information management systems to support data collection, health analysis, report writing and budget activities.
15. Willingness to work in a remote environment in remote conditions of the Barkly Region.
16. Current Driver’s license
17. Be in possession of or have the ability to apply for an OCHRE Card (Working with Children).

**Desirable**

1. Ability to speak one or more languages of the Barkly Region.
2. Ability to provide accurate verbal and written reports.
3. Undertake accredited and non-accredited training to meet the requirements of the position.

**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**