



Pintupi Homelands Health Service

Position Description – Aged Care Coordinator

Position Details

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| Position Title: | Aged Care Coordinator |
| Work Area: | Community Services |
| Reports to: | Health Services Manager |
| Probation Period: | 3 months |
| Position Term: | 12 Month Fixed Term Contract. Renewed annually subject to funding |

Role

The purpose of this role is to work as part of a team that provides leadership to support staff who deliver Aged Care services and the School Nutrition Program. The position will plan and coordinate ensuring the delivery of high quality, culturally safe and appropriate care to all our clienteles. Furthermore, by supporting families and/or carers ability to provide a safe, secure and healthy ageing lifestyle.

The Aged Care Coordinator is also responsible for the coordination of all aspects of clinical care of PHHS Aged Care clienteles. The Coordinator shall work with and part of PHHS current Primary Health Care (PHC) team, Allied Health professionals, visiting specialists, clienteles and their respective families/carers to ensure the delivery of high-quality clinical care to Aged Care clienteles of PHHS.

Key Responsibilities and Accountabilities

1. Clinical

- Encourage an efficient client centred delivery, effective communication and promotion of Primary Health Care;
- Work in a cooperative manner with indigenous clients taking into consideration their cultural practices and beliefs, especially in relation to health, wellbeing and Western medicine;
- Provide general health care assessment and management of a broad range of clinical problems, in consultation with the General Practitioner (GP), and in accordance with the *CARPA Standard Treatment Manual* and the *Minymaku Kutju Tjukurpa Women's Business Manual*;
- Provide preventive health check, deliver health education and promote health awareness;
- Provide accident and emergency care including emergency first aid and stabilisation until emergency transportation arrives from PHHS Clinic;
- Assist in the implementation of the Quality Management System (QMS) LOGIQC and continually participate in quality assurance and other evaluation programs to ensure a high quality of clinical care;



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- Enter relevant data into the electronic database in a consistent, accurate and timely manner, ensuring accurate and comprehensive data collection and organise follow up and referrals as necessary; and
- In liaison with Clinic GP, RN's and CW's work with chronic disease clients in the planning of care which includes self-management goals and as necessary coordinated team care arrangements.

The clinical care must be delivered in conjunction with the following:

- In accordance with the scope of practise and registration of the Coordinator with AHPRA;
- In accordance to the values, policies and procedures of PHHS;
- Maintain and enhance resident's health and well-being, capabilities, independence, choice, privacy, dignity and safety of clients;
- Reflects current knowledge and best practice in clinical care and lifestyle service delivery;
- Fosters evidence-based practise;
- Ensure a safe working environment for all staff;
- Efficient and effective operations;
- Adherence to the quality policy and objectives of PHHS including commitment to continual improvement;
- Adherence to various standards, legislative, legal and funding requirements; and
- Maintain Aged Care facility including all of its equipment

2. Operational

- Provide client centred care under the Commonwealth Home Support Program (CHSP) and The National Aboriginal and Torres Strait Islander Flexible Aged Care (NATSIFAC) Program initiatives:
 - To provide assessment, intervention, advice and support for clients
 - To provide coordinated approach to service delivery
 - To provide leadership to the Aged Care Team
 - To provide support, liaison, education and training as required by staff
 - To ensure that staff have the necessary skills and attributes to support excellent service provision
 - To ensure that the service is engaged in process of continuous evaluation and improvement
 - To maintain service delivery processes which communicate care, empathy, respect, cultural safety and dignity for PHHS clientele
 - To coordinate services that meet the individual needs of the client
 - Effectively coordinate roster and follow SOP
- Facilitation of the School Nutrition Program (SNP):
 - Monitors and documents local schools' (WPS and YC) adherence to program standards to ensure the operation of nutritionally and financially sound SNP
 - Assist with the development and/or review of relevant program procedures



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- Creates a climate conducive to harmonious work.
 - Provides opportunities for each worker to develop skills and acquire knowledge
 - Coordinate effective service delivery to meet the needs for each client, ensuring high quality services that reflect PHHS philosophies and that meets community needs;
 - Collate data, statistics and/or documentations necessary for reporting requirements for the CHSP, NATSIFLEX and SNP;
 - Liaise and regularly meet with Health Service Manager to develop, implement and maintain systems and processes to ensure effective service delivery and efficient management that meets the requirements of the Aged Care Quality Standards, conform with the PHHS Policies and Procedures and comply with relevant funding and legislative requirements;
 - Apply the principles and practices of continuous improvement to bring about change, resolve problems and increase the standard of service delivery;
 - Develop and maintain effective positive relationships with stakeholders to enhance client service delivery, client well-being and independence, whilst meeting funding body required standards of practise and that positively promote the PHHS mission and Aged Care service;
 - Contribute to the development of health programs and identify areas of program/service need; and
 - Participate in internal and external training opportunities appropriate to the position.
3. Accountabilities
- Adhere to their respective professions' Code of Ethics;
 - Must abide to both PHHS Corporate and Clinical Governance;
 - Prioritises workload using resources appropriately and cost effectively;
 - Ensure the provision of quality and professional service at all times; and
 - Work within strict confidentiality guidelines, ensuring all personnel and/or client information is kept secure.
4. Stakeholder Relationships
- Liaise with a variety of allied Government and Non-Government agencies as directed, or when requested to represent PHHS in a professional manner at all times; and
 - Maintain and contribute to a professional focus when dealing with all internal and external stakeholders.
5. Occupational Health and Safety
- Take reasonable care for your own health and safety and for the health and safety of anyone else who may be affected by your acts and omissions in the workplace;
 - Work in accordance with PHHS WHS policy, the WHS Act, Regulations and Code of Practices;



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- Promote a safe working environment in accordance with legislative requirements;
- Lead by example and promote occupational health and safety within the organisation and develop safer and healthier ways of working;
- Inspect kitchen equipment to make sure they meet safety regulations;
- Make sure that personal protective equipment, such as masks, safety glasses, and footwear are being used as required;
- Make sure that dangerous materials are correctly stored;
- Identify work areas for potential accident and health hazards, such as toxic fumes and explosive gas-air mixtures, and implement appropriate control measures;
- Make sure that the organisation is aware of, and complies with, all legislation relating to its workplace activities and the use of its plant, equipment and substances;
- Help supervise the investigation of accidents and unsafe working conditions, study possible causes and recommend remedial action;
- Conduct training sessions for Aged Care staff and community workers on health and safety practices and legislation;
- assist with the rehabilitation of workers after accidents or injuries and make sure they experience a satisfactory return to work;
- Coordinate emergency procedures, and first aid measures; and
- Record incidents and near-misses in line with practice policy.

6. Corporate and Social Responsibility

- Participates in the planning, development, implementation and evaluation of health development initiatives;
- Participate and support existing and new programs;
- Participate in environmental health initiatives;
- Maintain the privacy and dignity of internal and external clients at all times;
- Act with tact and diplomacy when dealing with information of a highly sensitive nature;
- Always work with an open, honest and transparent focus;
- Work within strict confidentiality guidelines, ensuring all personnel and/ or client information is kept secure; and
- Provide an ethical and professional level of service at all times.

Selection Criteria

Essential:

- Registered with the Australian Health Practitioner Regulation Agency (AHPRA) as a Registered Nurse;
- Current manual driver's licence or ability to obtain one;
- A minimum of three years full time Aged Care employment preferably in a community setting
- Understanding of quality and risks management systems
- Demonstrated knowledge of the Aged Care Standards Framework



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- Ability to develop staff, foster teamwork and effectively work as a team member whilst providing leadership.
- Proficient skills in Microsoft Office suite, data collection and reporting
- Understanding of issues affecting Aboriginal health, principles of Primary Health Care and relevant legislation governing work practice.
- an understanding of community issues and of aged persons needs in an Indigenous community,
- demonstrated ability to coordinate and work effectively and collaboratively with a culturally diverse team
- Exceptional personal Skills including the ability to:
 - Work as part of a multi-disciplinary health team with Aboriginals and other staff;
 - Communicate effectively;
 - Work cross culturally;
 - Work under Aboriginal management and control;
 - Be adaptable and flexible;
 - Develop Pintupi language skills; and
 - Commit to the transfer of health skills to HWs and clients.
- Knowledge of health and nutrition

Desirable:

- experience in management of chronic disease and the elderly;
- Background in clinical acute medicine and A&E is important;
- Previous experience in remote Aboriginal health care delivery; and
- Previous community health experience.

Employment Conditions

- Follow PHHS policy and procedures;
- Actively participate in the Quality Management System of PHHS;
- The position holder must obey the employment contract (which includes code of conduct, WHS requirements, various conditions of employment, etc.);
- Employment with PHHS is conditional upon the employee obtaining a NT Ochre Card (Working with Children/ Vulnerable people) and a National Police Check (Criminal History Check), in line with PHHS policies for employment of staff;
- Willingness to travel and out of hours work is required;
- Housing is allocated per staff position. Staff are required to vacate their house for locum nurses for the duration of their leave – recreation, annual and study
- New appointments are to be reviewed after first six months of service before permanent status is granted. Employee interactions with residents in the community will be taken into account as part of final performance assessment during the probation period.

Acceptance Declaration

I, the undersigned, have read, understood and agree to the duties of PHHS as contained in this job description, adhere to the Policies and Procedures and proactively participate and positively promote the Quality Management System of



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PHHS. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

The employee job description for my position describes the general duties of my job, and I understand that I am responsible for performing those duties as well as other related duties as assigned which may not be listed.

I represent that I have the qualifications, required licence, registration, permits, professionalism, respect and maturity to handle responsibilities outlined within. It is my duty to inform the management of PHHS of any changes in my qualifications, required licence, registration and permits. Furthermore, I understand that my disclosure of the unforeseen changes will not secure my employment with PHHS which may result in the dismissal and/or immediate termination of my employment with PHHS.

Accepted by the Employee:

Printed Name

Signature

____/____/____
Date

I have carefully read and reviewed this Position Description and are satisfied that it fully and accurately describes the requirements of the position.

Acknowledge by the Chief Executive Officer:

Printed Name

Signature

____/____/____
Date