JOB DESCRIPTION FORM

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| Effective date of document | October 2019 |
| Award | ACCHS |
| Award Type: | Admin |

**POSITION IDENTIFICATION**

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| **Title: KRS Specialist Clerk** |
| **Reports to: KRS Executive Assistant**  **Supervision of: Nil** |
| **Relationships Internal:**   * All Kimberley Renal Services Staff * Kimberley Aboriginal Medical Service Staff   **Relationships External:**   * Aboriginal Medical Services staff throughout the Kimberley * Other members of the multidisciplinary team * Western Australian Country Health Service (WACHS) * Rural Health West * Visiting Nephrology Specialist * Maintenance contractors |
| **Duty Statement** |
| The role of the Kimberley Renal Services Specialist Clerk is to coordinate medical specialist appointments and referrals. This position liaises with key stakeholders to organise patient’s attendance at nephrology, allied health clinics and general practitioner appointments.  This position also provides administrative support to the KRS Projects Manager. |
| **Key Responsibilities** |
| **Coordinate medical specialist and allied health clinics and appointments**   * Process renal referrals received from primary health care providers. * Ensure patient clinic lists are populated on MMEx. * Communicate clinic appointments with patients, KRS staff and primary health care providers. * Support staff to ensure patient consent documents are completed and uploaded to MMEx prior to clinics. * Collate appointment attendance and DNA’s records for all clinics. * Reschedule any DNA patients for the next available clinic and reissue appointment letters. * Update staff contact lists and handouts.   **Provide administrative support to the KRS Project Manager**   * Obtain quotes for purchases and services. * Prepare and distribute meeting minutes and agendas. * Assist with the development and distribution of resources. * Under the direction of the KRS Projects Manager, arrange for contractors to carry out works required for the project. * Coordination of travel for projects. * Actively participate in continuous improvement activities and apply quality improvement principles to all duties performed. * Other duties as required.   **Assist with the coordination of Mobile Dialysis Unit clinics.**   * Manage the Mobile Dialysis Unit and support vehicle maintenance and repairs. * Organise preventative maintenance and repairs for the MDU. * Assist with stock ordering prior to trips. * Assist the KRS Projects Manager with patient schedules. * Completion of monthly maintenance report. * Process medicare billing for MDU patient treatments. * Collate reporting data as required. |
| **Selection Criteria** |
| **Essential:**   * Previous administration experience. * Sound computer and keyboard skills, proficient in word, excel, power point, email. * Well-developed interpersonal communication both written and verbal. * Well-developed organisational and time management skills. * Demonstrated initiative and ability to work autonomously. * Ability to work as an effective team member. * Ability to maintain confidentiality at all levels. * Current Federal Police clearance. * “C” class drivers licence.   **Desirable:**   * Certificate IV in administration or willingness to work towards. * Previous experience in working in the Aboriginal Community Control sector. |
| **Certification** |
| **The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.**  KAMS CEO  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  **As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.**  Name of employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date Appointed: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ |
| **About KAMS and KRS** |
| **Kimberley Aboriginal Medical Services**  KAMS (Kimberley Aboriginal Medical Services) is a regional Aboriginal Community Controlled Health Service (ACCHS) resource organisation providing a collective voice for a network of member ACCHS from towns and remote communities across the spectacular Kimberley region of Western Australia.  Our major role is in advocacy and support for our ACCHS members, in addition to KAMS being directly responsible for the provision of comprehensive primary health care in 5 remote Aboriginal community clinics at Balgo, Billiluna, Mulan, Beagle Bay and Bidyadanga. Our member ACCHS are based in Kununurra (OVAHS – Ord Valley Aboriginal Health Service), Halls Creek (YYMS – Yura Yungi Medical Service), Derby (DAHS – Derby Aboriginal Health Service) and BRAMS (Broome Regional Aboriginal Medical Service).  The KAMS Centre for Aboriginal Primary Health Care Training Education and Research provides a model of integrated health education, incorporating accredited training for medical undergraduates and postgraduates, pharmacy trainees and Aboriginal Health Worker trainees through to Advanced Diploma level.  KAMS is also responsible for the development and management of Renal Services for the Kimberley, including satellite dialysis services and support and coordination of local primary health care services in the provision of renal education and prevention, early detection and better management of established kidney disease and coordination of care for those in advanced stages of kidney disease.  The KAMS regional collective of ACCHS is a major employer in the Kimberley, with Aboriginal people representing more than 70% of its 300+ strong workforce.  KAMSC's regional support includes:   |  |  | | --- | --- | | * Population Health * Social and Emotional Well Being * Health Promotion * Information Technology * Pharmacy Support and Training * Corporate and Financial Services | * Accredited Aboriginal Primary Health Care Training and Education * Research * Regional Renal Services * Undergraduate and Postgraduate Medical Training |   **Kimberley Renal Services** KRS (Kimberley Renal Services) provides specialised renal services in the Kimberley. It is a wholly owned subsidiary of the Kimberley Aboriginal Medical Service Ltd. KRS has seen rapid expansion of its services in recent years with funding from both Commonwealth and State Governments for new dialysis facilities in Derby, Kununurra and Fitzroy Crossing  Further funding to KAMS from the WA State Government has allowed implementation of a comprehensive support service to enhance regional efforts in prevention, early detection and better management of chronic kidney disease; provide timely pre-dialysis education and preparation; enhance training and support for patients on home dialysis options; and create a skilled, robust and culturally safe regional renal workforce to ensure that Kimberley people with kidney disease have access to the best of care, as close to home as possible.  These comprehensive renal services are provided in partnership with the visiting nephrologist from RPH; Fresenius  Medical Care (FMC) who provide state-wide home therapies services; WA Country Health Services (WACHS); and local health service providers.  The model developed in the Kimberley is an innovative one which brings together primary, secondary and tertiary services in a culturally safe framework which aims to provide patients, families and communities with the best possible services, whilst building regional workforce capacity and providing diverse career paths for local Aboriginal people.  **Website:** [**www.kamsc.org.au**](http://www.kamsc.org.au) |