JOB DESCRIPTION FORM

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| Effective date of document | August 2017 |
| Award | Nurses Award 2010 |
| Award Type |  |

**POSITION IDENTIFICATION**

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| **Title:** School Health Nurse |
| **Responsible to:** Senior Remote Area Services Manager (Broome based position), Kutjungka Health Centres Manager (Kutjungka based position).  **Responsible for:** Nil |
| **Relationships – Internal and External**   * The appropriate Health Centre Manager and health centre team * KAMS Population Health Unit * Remote Community School Principal and other relevant staff * Other government and non-government agencies and organisations where appropriate |

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| **Duty Statement**  This position will be responsible for the coordination and delivery of school health services. |

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| **Key Responsibilities**  **Clinical Practice**   * Provide professional evidence based school, adolescent and child health care to individuals, families and the community utilising a holistic and culturally acceptable approach. * Practise according to the Kimberley Child Health Protocols, Remote Community School Health Program, and relevant legislation in order to meet health outcomes. * Provide comprehensive school based health education, early detection, coordination to specialist services, and public health programs to 4-17year old children, their families and community. * Perform routine and opportunistic immunisations with the view of improving immunisation rates among children. * Participate in multi-disciplinary interagency meetings, particularly with the Department of Child Protection and Family Support (CPFS), and liaise with clinical staff appropriately to ensure at risk families are supported to engage with maternal and child health services.   **Partnerships, planning and management**  Collaborate with key stakeholders to:   * Identify gaps and work collaboratively with remote community schools, local community council and organisations to deliver relevant, appropriate and effective child and school health programs. * Maintain networks and contribute to planning forums, steering groups and consultancies in order to assist with local child and school health program development and priority setting. * Enable a streamlined integrated patient journey across all service providers with the child and their family needs as the focus. * Provide appropriate and relevant feedback to the Remote Area Senior Manager, Health Centre Managers, KAMS Population Health Unit, KAMS member services, KAMS remote health centre staff, and local and regional communities.   **Health promotion and prevention, community awareness and health literacy**   * Assist with the planning, development and distribution of health promotion training and resources in school and child health for clients, the local and regional community, schools and members of the health team. * Raise community awareness and health literacy of the community and other professionals such as youth and mental health workers, teachers and alcohol and drug workers regarding school health.   **Data collection and monitoring**   * Collect and submit relevant data and information pertaining to this position for reporting purposes as required by KAMS and relevant funding bodies. * Assist with the collection and collation of local and regional maternal and child health data for the purpose of feedback and quality improvement as well as for regional mapping and gap analysis.   **Workforce development**   * Be available to meet annually with the KAMS Remote Area Senior Manager (Broome based position) or Kutjungka Health Centres Manager (Kutjungka based position) to carry out a performance appraisal. * Participate in ongoing professional development to maintain child health and primary health care related skills and knowledge. * Orientate new staff to the roles and responsibilities of this position. * Act as a clinical resource to support and develop other members of the health team. * Support the widespread uptake, implementation and revision of the Kimberley Child Health Protocols including the development of new protocols as required.   **Evaluation**   * Monitor the quality of school and child health services being delivered in the region so that service related problems are identified early and addressed. * Review and evaluate regional activity to support and improve school and child health care in Bidyadanga and Beagle Bay communities. * Engage the community and feedback outcomes to ensure school and child health services are accessible and appropriate to the region. |

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| **Selection Criteria** |
| **Essential:**   1. Current registration with AHPRA as a Registered Nurse. 2. WA Immunisation Certificate or equivalent, or willing to obtain. 3. Experience in the planning, provision, management and evaluation of school health services within an Indigenous primary health care setting. 4. Excellent knowledge and understanding of issues affecting the health and wellbeing of Aboriginal and/or Torres Strait Islander people. 5. Ability to work independently and/or collaboratively as part of a team in a remote setting. 6. Ability to conduct training and education sessions to a range of audiences including children, health professionals, and community members. 7. High level of integrity in maintaining both organisational and client confidentiality. 8. Effective interpersonal, written and oral communication skills. 9. Current C class WA driver’s license and willing to travel by 4WD independently off road or by light aircraft. |
| **Desirable:**   1. Post-graduate qualifications in child and adolescent health. 2. Experience in using electronic patient information database systems (preferably MMEx) within the primary health care setting. 3. Experience in or willing to develop, implement and evaluate community based health promotion programs and health promotion resources for use in cross cultural settings. 4. Postgraduate qualification in Public Health, Health Promotion, or Community Development. |

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| **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: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ |

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| **About KAMS**  [**www.kamsc.org.au**](http://www.kamsc.org.au/) |
| KAMS (Kimberley Aboriginal Medical Services Ltd.) 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.  KAMS' 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 | |