



Health Centre Manager, Malmalldharra Job Description

Area:	All Miwatj Health East Arnhem Region
Job Title:	Health Centre Manager, Malmalldharra
Classification:	RN5
Salary:	\$121,799 - \$126,911 per annum + Super depending on experience and skills
Work Type:	Full Time;
Department:	Clinical Services
Location:	Milingimbi
Reports to:	Director of Nursing and Midwifery
Direct Reports:	All Clinic based Registered Nurses, Remote Area Nurses, Midwives, Aboriginal Health Practitioners, Drivers, Cleaners, Reception and Administration.
Employment Conditions:	Miwatj Health Aboriginal Corporation EA 2018

OUR VALUES

We Believe. We Invest.

1. We believe...and we invest
2. We respect...and we trust
3. We contribute...and we learn
4. We stand strong...and we last
(And we do it **together, always**).

Primary Objective

To be the reference point for the multi-disciplinary team working in the Malmalldharra primary health care clinic in relation to assessment, planning, review, evaluation and coordination of service delivery.

This role is responsible for the day to day operational and personnel management of Malmalldharra Primary Health Care clinic in East Arnhem caring for approximately 1400 people.

Staffing and budget responsibilities

This role reports to the Director of Nursing and Midwifery and has responsibility for the Malmalldharra clinic budgets in conjunction with the Director of Nursing and Midwifery.

Direct reports include

- Registered / Remote Area Nurses
- Midwives
- Aboriginal Health Practitioners
- Reception and Administration staff
- Clinic Drivers and Cleaners
- GPs for timesheet and leave requirements and provision of support when working within the clinic.

Key Responsibilities

- Responsible for the day to day operations of Malmalldharra clinic including clinical and personnel management to the entire clinic team

- Coordinate and oversee the on-call roster to ensure coverage of all after-hours periods to appropriate skill and safety standards
- Ensure the clinic operates in a safe and efficient way and that all relevant legislation, guidelines, safety and quality standards are adhered to by all staff under the management of the role
- Ensure that the clinic is equipped to deliver an appropriate level of primary health care and emergency service including but not exclusive to; pharmacy, vaccine and stores management,
- Plays a key role in the development of guidelines, policy and standards for Miwatj Health to support various care models in the primary health care practice areas
- Has direct line management of a multi-disciplinary team including management of rostering, payments, leave requests, study requests and personnel issues.
- Partakes in clinical patient care when demands allow or require it
- Leads by example to foster a positive workplace culture through good leadership practices and role modelling behavior

Qualifications/Professional registration/other requirements

- Eligible for registration with AHPRA as a Registered Nurse

Selection Criteria

Essential minimum requirements

- Current registration with Nursing and Midwifery Board of Australia
- Minimum of 5 years' experience as a registered nurse with a minimum of 2 years in a similar setting
- Excellent communication skills that build and lead a team to ensure excellent relationships internally and with external stakeholders. Have experience managing conflict, performance issues and supporting the team to develop and grow in a challenging environment
- Highly developed managerial skills including excellent knowledge and demonstration of behaviors that support innovation and development of strategies to improve service delivery and cohesion among the team
- Ability to analyse and interpret relevant data that guide continuous quality improvement and demonstrated experience and understanding of the accreditation process
- Demonstrated ability to be solutions focused by adapting practice, policies, standards and guidelines to meet changing demand and changing situations
- Highly developed knowledge and understanding of the social and cultural issues, influences and sensitivities that influence health care and delivery of service programs for individuals and groups
- Current manual NT driver's license.
- Advanced life support (willing to obtain), Remote Emergency Course (REC), Maternity Emergency Course (MEC), Pharmacotherapeutics
- Immunisation certificate appropriate for the Northern Territory

Desirable

- Graduate Diploma beyond entry-to-practice in specialty area of clinical nursing/ midwifery
- Experience working in a remote Aboriginal community
- Ability to speak an Aboriginal language from the region and/or knowledge of traditional kinship systems operating in the region

Delegation Authority / Other Functions

ONLY IF APPLICABLE

Delegations are attached to positions rather than occupants of positions. Delegations are to be exercised within the framework of MHAC policies and guidelines. Tables of delegates and delegations will be accessible on MHAC's internal information systems, together with associated policies.

If a delegate is found to have exercised a delegation improperly, he or she may be subject to discipline and the delegation(s) revoked.

The applicant will be required to hold a current Working with Children Clearance notice and undergo a criminal history check. A criminal history will not exclude an applicant from this position unless it is a relevant criminal history.

Acceptance of Responsibilities

I have read the requirements and responsibilities outlined in this position description, MHAC Code of Conduct and Employment Terms and Conditions and agree to meet and adhere to these and have my performance monitored and evaluated in relation to my performance in the role as detailed throughout this document.

Name:	(Employee)	(Manager)
Signed:		
Date:		
Created: January 2022	Reviewed:	Version: V1.1.0
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