

POSITION DESCRIPTION

Position Title: Nurse Supervisor

Overview of Health Service

Wellington Aboriginal Corporation Health Service (WACHS) aims to empower Aboriginal and Torres Strait Islander people to take control of their individual, family and community health and wellbeing needs through the community controlled model.

WACHS is an Aboriginal Community Controlled Health Service offering a Primary Health Care Service and an Integrated Care program, supported by 4 FTE Doctors, as well as a number of specialist clinical staff and AHW's, a Specialist Programs Unit incorporating Social & Emotional Wellbeing, Child & Family Support, Drug & Alcohol, Aboriginal Family Health, Aboriginal Local Support, a Healthy for Life (H4L) Program, Maternal & Child Health Worker, Aboriginal Health Workers, Youth Health Worker and Dietitian targeting Maternal & Child Health and Chronic Diseases, regional programs including Australian Nurse Family Partnership Program, Aboriginal Children's Therapy Team, Tackling Indigenous Smoking Program, as well as a Human Resource / Financial Management section.

WACHS has also moved into supporting other regions through open tender process, which has resulted in the organisation taking on operational management of Moree Aboriginal Residential Rehabilitation Service, and more recently the addition of Aboriginal Primary Health Care services covering Western Sydney, Penrith and the Nepean Blue Mountains. Supporting all WACHS services and programs is a Quality Improvements Program, which incorporates consistent best practice processes across the organisation.

WACHS is a not-for-profit organisation that provides specific health and specialist programs to support clients/patients in addressing their health, wellbeing needs and issues in a culturally appropriate way. As well as providing these specific health related services, our service endeavours to provide self-determination and empower Aboriginal people in Wellington, Dubbo, Moree, Western Sydney, Penrith, Nepean Blue Mountains, as well as other towns and communities through our regional programs to take control and responsibility for their health and well-being.

Purpose of Position

The Nurse Supervisor Mr Druitt is responsible for the implementation of the Australian Nurse Family Partnership Program across Blacktown LGA.

The Nurse Supervisor Mr Druitt will provide staff with reflective practice and formal supervision and ensure the fidelity of practice in accordance with the funding Agreement.

Dimensions of the Position

The position reports directly to the Team Leader ANFPP Mt Druitt.

Essential Criteria

- Current registration as a Registered Nurse or Midwife with AHPRA, and current drivers licence. Minimum of 3 years experience in program management. Including experience in managing a Team.
- Demonstrated experience in preparing reports for funding bodies according to program guidelines
- Demonstrated skills in staff supervision and reflective practice, education and facilitation.
- Demonstrated ability to form relationships and work effectively with Aboriginal and/or Torres Strait Islander clients, families, and co-workers. This includes a demonstrated awareness of, and sensitivity to Aboriginal culture and history, Aboriginal primary health care, and current issues affecting the lives of Aboriginal people and communities.
- Demonstrated ability to work autonomously, and within a team environment, with excellent written and verbal communication skills and leadership skills.
- Demonstrated computer skills, including email, word processing, and electronic health records.
- Demonstrated ability to participate in formal intensive workplace training, and professional development, including ability to travel interstate as required.
- Drivers License

Desirable Criteria

- Recent work experience and knowledge of maternal/child health services, particularly in a primary health care setting.

Duties

The primary duties of this position include, but are not limited to:

- Demonstrated respect for individuals and diversity; is nonjudgmental, and respectful
- Complete and actively participate in WACHS and ANFPP meetings and education.

- Acquires the knowledge and skills to implement the ANFP Program successfully within the organisation;
- Keeps up to date with information on a local, state or national level that may impact delivery of Program content
- Coordinate and lead stakeholder engagement activities, maintaining referral pathways with local services and hospitals to maintain consistent referrals into the program.
- Coordinates the education for the ANFPP team supporting the individual professional development needs of staff including core education and local education to address the learning needs of the team.
- Coordinate the recruitment, orientation, training and ongoing professional development of all ANFPP staff in collaboration with the team leader ANFPP
- Coordinate delivery of the ANFPP including day to day operational supervision of team members including formal supervision and reflective practice in collaboration with ANFPP Team leader
- Monitor data collection, completing data audits and ensuring data collection and record keeping is maintained across communicate and ANKA to a high standard, ensuring fidelity reports are accurate.
- Manage the ANFPP building ensuring a safe work place for clients and staff is maintained.
- Coordinate the client group program.
- Participate in Supervision and Staff Appraisals with the Team Leader ANFPP.
- Lead Continuous Quality Improvement activities
- Undertake other duties, provided that such duties are reasonable within the employee's competence and training
- Assist in creating a positive work environment that promotes cultural safety, productivity, mentoring, teamwork and cooperation
- Travel when necessary to engage in training or other activities as directed by your supervisor.

Aboriginal Ways of Working

All employees of WACHS are required to personally demonstrate through consistent behaviour understanding of, respect for and compliance with culturally appropriate ways of working with Aboriginal clients, staff and communities.

Award Application

The position holder will be employed under the Aboriginal Community Controlled Health Services Award. All entitlements for this position will be as per this Award.

Commencement date to this position will be negotiated with the successful applicant.

Continued employment to this position is subject to satisfactory completion of a twelve (12) month probationary period. The WACHS Board of Directors may terminate employment of the Position Holder during the probationary period. At the end of the probationary period the Team Leader will complete a performance report and discuss it with the probationer. WACHS

CEO in consultation with WACHS Board of Directors has complete discretion over whether it decides to make an offer of employment after the probationary period. If the WACHS Board of Directors decides not to offer further employment at the end of the probationary period, the probationer will be given one weeks notice or payment in lieu.

Salary

Salary will be negotiated with the successful applicant in line with relevant qualifications, skills, experience and funding capabilities.

Salary is paid on a weekly basis through direct credit into a financial institution nominated by the successful applicant.

Salary progression is based on satisfactory performance determined by an annual performance assessment review. Progression will be dependent on the organisation being able to sustain any increases within the budget.

WACHS Workplace Requirements

Main requirements for this position are summarised below.

Hours of Work

WACHS works a 38 hour week with a compulsory 30 minute (unpaid) lunch break.

Adjusted Work Time

In the event that you are required to work additional hours (in line with WACHS AWT Policy), these hours will be balanced off within the same pay period. *For example; if you have been required to work 9 hours today, then tomorrow you might only work 7 hours.*

In the event that you are required to work on weekends, the same principle applies and the additional hours worked will be balanced out in the week following the weekend activity. *For example, if you need to work on a Saturday, you may take one day off the following week.*

Any work outside the standard working hours must be approved by the D/CEO or CEO in the first instance. At the time of approval, there will be negotiation about the balancing out of the work time and the AWT will be approved at that time.

Staff cannot accrue more than 16 hours Adjusted Work Time.

Leave

All leave entitlements are as per WACHS Leave Policy.

Time Sheets

Time sheets must be completed on a daily basis, signed and provided to the program manager by 9.00am each Monday. Individual staff must complete their own timesheets.

Confidentiality

Staff may be privy to information pertaining to the conduct and management of WACHS. At no time is this information to be removed from or discussed outside the business of WACHS. A confidentiality form is to be signed at the time of accepting appointment and an original lodged on each staff member's Personnel File.

Performance Assessment

Performance by the occupant of the position is evaluated in accordance with the WACHS Staff Performance Appraisal System. All staff must participate in the Staff Appraisal process and any follow up supervision as required.

Policies and Procedures

WACHS has adopted a set of corporate Policies and Procedures. Every staff member must comply with the documented Corporate Policies and Procedures. These will be varied from time to time and you must be familiar with and observe any changes. Failure to do so provides grounds for summary dismissal by the WACHS CEO in consultation with the Board of Directors.

Resignation

If the occupant of this position resigns, one months notice must be given in writing.

If the occupant of this position fails to give the designated notice, WACHS has the right to withhold monies due to the employee to a maximum amount equal to the ordinary time rate of pay for the period of notice.

Superannuation

WACHS will contribute the compulsory employer superannuation provision at the current legislative rate to a superannuation fund nominated by the successful applicant.

Salary Sacrifice

Salary Packaging is available to all permanent employees and will be available to the successful applicant after satisfactory completion of a compulsory 12 month probationary period.

Termination

Employment to this position may be terminated on the following grounds:

- (a) For misconduct, violence, threat of violence– summary termination by the WACHS Board Chairperson.
- (b) For breach of the WACHS *Policies and Procedures* – summary termination at the discretion of the WACHS Board Chairperson

- (c) For conviction of a criminal offence – summary termination by the WACHS Board Chairperson.
- (d) For three formal, written warnings of unacceptable behaviours and/or work performance including attendance at work – summary termination by the WACHS Board Chairperson at the time of the third written warning.
- (e) For redundancy – the typical provisions for this industry relating to redundancy will be applied.
- (f) For resignation – resignation must be in writing and must specify the date of resignation of employment.
- (g) For cessation of period of employment – as prescribed in the Letter of Offer of Employment

Dispute Settling Procedures

Any grievance, complaint, or dispute, or any other matter raised by the employee or the respondent employer, engaged under this agreement, shall be settled in accordance with the procedures set out hereunder. The parties agree that no bans, stoppages, or limitations will be imposed prior to or during the time that this procedure is being followed.

- (a) If the occupant of the position has a grievance, complaint or dispute with the Board of Management.

The occupant of the position shall raise the disputed matter with the WACHS Chief Executive Officer (CEO) in the first instance. The WACHS CEO will attempt to resolve the matter within one week. If the matter remains unresolved after two weeks, the occupant of the position may refer the matter to the WACHS Board Chairperson. The WACHS Board Chairperson, if able, must answer the matter within one week. If the matter remains unresolved within two weeks, the matter will be referred to a mutually agreed independent arbitrator.

- (b) If the occupant of the position has or is the subject of a grievance, complaint or dispute with a member of the Senior Management Team, including the CEO.

The occupant of the position shall raise the disputed matter with the WACHS Board Chairperson if the matter is unable to be resolved with the Senior Management Team member or with the CEO. The WACHS Board Chairperson, if able, must resolve the matter within one week, otherwise the occupant of the position may refer the matter to a mutually agreed independent arbitrator.