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SA Health Job Pack

Job Title	Associate Clinical Services Coordinator Community Health
Job Number	500297
Applications Closing Date	Friday 10 February 2012
Region / Division	Country Health SA Local Health Network
Health Service	Yorke and Lower North Community Health
Location	Moonta, Maitland
Classification (i.e. RN2)	RN-2
Job Status - (F/T, P/T, hours negotiable)	Permanent full-time
Indicative Total Remuneration*	\$85,519/\$95,121

Contact Details

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Thank you for considering applying for a position within SA Health. Recruitment and Selection processes across SA Health are based on best practice and a commitment to a selection based on merit. This means treating all applications in a fair and equitable manner that aims to choose the best person for the position.

A well presented, easy to read application will allow the panel to assess the information they need from your application. To give yourself the best opportunity to reach interview, the application should clearly and concisely demonstrate to the selection panel that you are suitably equipped to perform the role, and that you possess all of the stated minimum essential skills, abilities, knowledge, experience and educational qualifications (where required).

The online application form to apply for this position will ask for employment history, education, qualifications and referees however to understand the position and requirements we suggest you become familiar with the attached Job and Person Specification.

We request that you attach the following to your application -

- ✉ **A covering letter** of up to 2 pages introducing yourself to the selection panel and describing your skills, abilities, knowledge, qualifications and experience in relation to the position;
- ✉ **A current Curriculum vitae/Resume** that includes your personal details, relevant employment history, education, training courses, qualifications and professional memberships.

* Refer to <http://www.sahealthcareers.com.au/information/> for further information regarding

- The Indicative Total Remuneration which is inclusive of Award salary, superannuation and other monetary benefits.
- Information for Applicant





JOB AND PERSON SPECIFICATION

Position Title: Associate Clinical Services Coordinator (Community)	
Classification Code: Registered Nurse Level 2	Division: CHSA Yorke & Lower North Health
Type of Appointment:	Branch: Aboriginal Health
<input checked="" type="radio"/> Ongoing	Section: Nursing
<input type="radio"/> Temporary	Position Number: YS0095
<input type="radio"/> Other Term	Position Created: October 2008

Job & Person Specification Approval

_____ / / _____
CE or delegate

Name:	Hire Date:
Date of Birth:	
NBSA Registration No:	
Payroll Number:	

PREAMBLE:

Underpinning the Department of Health Strategic Directions are the agreed values that reflect honesty, respect and integrity for every individual. These values drive how we conduct our business and how we behave. We aim to make the values “live”. It is important that we incorporate the values into our behaviour systems and processes.

The Department has a “Commitment to Workplace Values” attached to Job and Person Specifications that all staff are required to uphold. *(Please refer to the back of this document).*

Australia has one of the most culturally and ethnically diverse populations in the world. Having a diverse workforce (inclusive of bi-lingual, bi-cultural and employees who have a disability) can enhance the department’s ability to negotiate with, and meet the needs of, the full range of its clients and customers. Such employees also add to the diversity of the workforce, and give added opportunities to fully capitalise on difference as a valuable asset in an increasingly competitive environment.

JOB SPECIFICATION

1. Summary of the broad purpose of the position in relation to the organisation's goals:

In the course of fulfilling the role of Clinical Nurse, the Associate Clinical Service Coordinator (Community) role provides specific support to the Team Leader Aboriginal Health, in the leadership of nurses/midwives and others in the unit.

The Associate Clinical Service Coordinator will provide advanced nursing in primary health to develop, implement and evaluate strategies and programs in order to achieve the optimal health outcomes for Aboriginal Health clients.

The Clinical Nurse is accountable for own practice standards, activities delegated to others and the guidance and development of less experienced staff.

The CHN (Community Health Nurse) provides clinical management of Aboriginal Health clients including allocation to and management of primary health clinics, as well as providing direct nursing care.

2. Reporting/Working Relationships (to whom the person reports, staff for whom the person is responsible and other significant connections and working relationships within the organisation).

The Nurse Associate Clinical Service Coordinator:

- Reports to the Team Leader Aboriginal Health for matters that are not related to nursing practice.
- Maintains a professional reporting relationship for Nursing clinical practice issues and standards with the Team Leader Aboriginal Health.
- Maintains a close working relationship with other nurses in the Aboriginal Health Team.
- Maintains cooperative and productive working relationships with all members of the health care team including Yorke and Lower North Health Service staff, General Practitioners and receptionists
- Supports and works collaboratively with less experienced members of the Aboriginal Health team
- Able to work independently to achieve outcomes without direct supervision

3. Special Conditions. (such as non-metropolitan location, travel requirements, etc)

- This position is subject to the receipt of a cleared criminal history check through the Screening and Licensing Branch of Department of Families and Communities, in accordance with current Country Health SA Hospital Inc. procedure and every three years thereafter.
- Must be an Australian Resident or hold a current working visa
- The incumbent may be required to enter into an annual performance agreement for the achievement of (specific or service or program) outcomes.

- Frequent travel within the community will be required and a SA Drivers License and willingness to drive is essential
- The position base is negotiable Maitland, Point Pearce or Moonta site and may be required to work across sites within the Yorke and Lower North Cluster.
- Some out of hours work may be required on a Time Off In Lieu basis

4. Statement of Key Outcomes and Activities (group into major areas of responsibility/activity and list in descending order of importance - continue on next page)

4.1 Assists with the provision of professional high quality patient/client care within the service aimed at improving client health outcomes through:

4.1.1 Improving nursing and client care procedures and practices by;

- Providing proficient clinical nursing care and/or individual case management to patients/clients in a community setting;
- Assessing patients/clients needs, planning, implementing and coordinating appropriate service delivery options and communicating changes in condition and care;
- Overseeing the provision of nursing care within a team or unit;
- Providing health education, counselling and rehabilitation programs to improve the health outcomes of individual patients/clients or groups;
- Planning and coordinating services including those of other disciplines or agencies as required to meet individual and/or group health care needs;
- Monitoring client care plans and participating in clinical auditing and/or evaluative research to ensure appropriate patient/client care outcomes are achieved on a daily basis;
- Demonstrating and promoting a risk minimisation approach to practice and supporting implementation and maintenance of systems to protect patients/clients and staff;
- Integrating advanced theoretical knowledge, evidence from a range of sources and own experience to devise and achieve agreed patient/client care outcomes;
- Working within and promoting a primary health model of partnership and support for peoples right to self determination in life processes;

4.1.2 Contributing to the human resource management of the service by.

- Acting to resolve local and/or immediate nursing care or service delivery problems;
- Supporting change management processes;
- Contributing to communication processes that effectively deal with challenging behaviours and the resolution of conflicts;

4.2 Contributes to the achievement of nursing best practice and where relevant facilitates the development and application of relevant nursing research by;

- Working within a local nursing leadership team to attain consistency of nursing practice standards and local service outcomes;

- Participating in clinical teaching, overseeing learning experiences, and goal setting for students, new staff, staff with less experience and carers/home support workers;
- Acting as a resource person within an area based on knowledge, experience and skills;

4.3 Contributes to the achievement of professional expertise through the maintenance of ongoing personal professional development/continuing education by :

- Managing own professional development activities and portfolio, support the development of others and contribute to learning in the work area.

4.4 Contributes to the leadership of the service through undertaking an Associate Coordinator portfolio by:

- Promoting continuity and consistency of care in collaboration with other Associate Clinical Service Coordinators and the Team Leader Aboriginal Health;
- Assisting the Team Leader Aboriginal Health in ongoing communication and implementation of practice changes;
- Assisting the Team Leader Aboriginal Health to maintain and record monitoring and evaluative research activities in the team;
- Assisting the Team Leader Aboriginal Health and Nursing/Midwifery Educators to maintain a learning culture by encouraging reflection and professional development and assisting others to maintain portfolios/records of learning, and
- Assist the Team Leader Aboriginal Health as required, in undertaking performance management processes and/or rostering and/or oversight of supplies and/or equipment.
- Planning, implementing, providing, monitoring and reporting of all community client contracts for care provided eg Transitional Care Packages (TCP), Metro Home-link, Home and Community Care (HACC), Yorke Peninsula Division of General Practice programs, transport etc.
- Actively participates in community initiatives and health promotion activities in collaboration with Community services program, Hospital staff and external providers.
- Liaising with the client's doctor, nursing staff, allied health professionals or other health and welfare agencies for the implementation of ongoing care for individuals clients

4.5 All Employees of Yorke and Lower North Health Service are required to

- Maintain confidentiality and privacy in matters pertaining to clients, visitors and staff
- Maintain professional standards as per the Australian Nursing & Midwifery Council (AMMC) National Competencies for Registered Nurses
- Act as a client advocate in all areas of clinical care
- Comply with the Principles of the Code of Fair Information Practice, adopted by the Department of Health, which regulates the collection, use, disclosure, storage and transfer of all personal client information within the Department and throughout its funded service providers

- Maintain a helpful and co-operative attitude towards clients, families, visitors and staff
- Conduct all interpersonal relationships with respect, courtesy and concern for the individual
- Function in accordance with Health Service policies and legislation
- Support the values that respect historical and contemporary Aboriginal cultures so that Aboriginal people are recognised as having a special connection with the State
- Contribute to the promotion and implementation of the General Public Sector management aims, personnel management standards and employee conduct standards and in particular Equal Opportunity, Occupational Health Safety and Welfare and Injury Management by adhering to the provision of relevant legislative requirements
- Be responsible and accountable for adequately managing the official records created and received according to relevant legislation, policies and procedures
- Promote the safety of all persons within the health unit by a proactive approach to preventing and managing risks. Specific responsibilities are defined in the Risk Management policy
- Demonstrate “best practice” principles in relation to Infection Control
- Participate in all activities related to the hospitals Quality Improvement program
- Participate in the hospitals Disaster Management Plan through the participation in Counter Disaster activities including the attendance at training programs and exercises, as required to develop the necessary skills to respond in the event of a disaster and or major incident

Approved by Line Manager: _____
____/____/____

Acknowledged by Occupant: _____
____/____/____

PERSON SPECIFICATION

ESSENTIAL MINIMUM REQUIREMENTS (Those characteristics considered absolutely necessary)

PLEASE NOTE:

It is recommended that a **Maximum of 15 criteria only** (in total) be included in this section (ie the number of Essential and Desirable criteria combined should not exceed 15).

Educational/Vocational Qualifications (include only those listed in *Commissioner's Standard 2, Attachment C* as an essential qualification for the specified classification group)

- Registered or eligible for registration as a Nurse by the Nursing and Midwifery Board of Australia and who holds, or who is eligible to hold, a current practicing certificate

Personal Abilities/Aptitudes/Skills: (related to the job description and expressed in a way which allows objective assessment):

- Effective communication, problem solving, conflict resolution and negotiation skills.
- Ability to prioritise workload and meet set timelines, whilst working under minimal supervision.

Experience

- Experience in working with Aboriginal people in a rural setting
- Experience in management and leadership roles

Knowledge

- Understanding of the requirements of the Nurses Act 1999.
- Comprehensive understanding of the Australian Nursing and Midwifery Council (ANMC) National Competencies for the Registered and Enrolled Nurse and Midwives in Recommended Domains.
- Knowledge and understanding of the ANMC Code of Professional Conduct for Nurses/Midwives in Australia (2003) and the Commissioner for Public Employment Code of Conduct for Public Employees.
- Knowledge and understanding of legislative responsibilities for OHS&W, Workers Compensation and Rehabilitation and Equal Opportunity.
- Knowledge of Quality Improvement Systems as applied to a community setting.

- Knowledge of contemporary professional nursing/midwifery and primary health care principles/ health care issues.
 - Knowledge and understanding of the principles of the Cultural Respect Framework for Aboriginal and Torres Strait Islander Health
-

DESIRABLE CHARACTERISTICS (To distinguish between applicants who have met all essential requirements)

Educational/Vocational Qualifications (include only those listed in *Commissioner's Standard 2, Attachment C*, as an essential qualification for the specified classification group)

- Where applicable, qualifications relevant to practice setting.
-

Personal Abilities/Aptitudes/Skills: (related to the job description and expressed in a way which allows objective assessment):

- Skills in using computers and software relevant to the area of practice.
-

Experience

Knowledge

- Knowledge of the South Australian Public Health System.
-

Other Details:

COMMITMENT TO WORKPLACE VALUES

The Department of Health values have an influence on the people we employ

Every organisation has values that govern the way people are treated and the way decisions are made. The Department's Strategic Plan identifies the values that guide our behaviours. These behaviours apply to all employees and govern the way people in the organisation are treated, the way decisions are made and how we provide our services.

These values are used in day to day communication and interaction between all employees and are linked to the whole of government Code of Conduct, Performance Development, Job and Person Specifications and Department of Health Employment Conditions.

Department of Health Organisational Values are:

Honesty

We show honesty by speaking truthfully, within the boundaries of confidentiality. This is shown in our dealings within the Department and with our consumers and partners by: saying what we mean and meaning what we say, keeping our promises, telling the truth tactfully, providing honest feedback and answers and admitting to mistakes.

Respect

We show respect by speaking and acting with courtesy. We treat others with dignity and use culturally appropriate ways of communicating. This is shown in our dealings within the Department and with our consumers and partners by: treating everyone fairly, communicating so people can understand, listening to others, and seeking and providing feedback.

Integrity

We show integrity by honouring our values and the rules of our department, government and nation. This is shown in our dealings within the department and with our consumers and partners by: doing the right thing, abiding by the values, standing up for what we believe in, and taking responsibility for our mistakes.

I _____ have the ability and commitment to behave consistently with the stated values of the Department of Health.

Signature

/ /

Please complete and return attached to your application to the nominated person

"The right people with the right skills in the right place at the right time"

ADVICE TO JOB APPLICANTS

Your Application should:

Applicants are not required to address the Person Specification but are asked to demonstrate their formal interest in no more than three pages, outlining past and present experience whilst indicating their individual skills and abilities relevant to this position and enclose copy of resume. Applicants should include the name and contact number of three current professional referees.

Referees:

- ❖ Should be those who can provide recent information regarding your relevant work/other experience including your current line manager.
- ❖ If possible provide your referees with a copy of the Job & Person Specification.
- ❖ Be aware that the panel is free to obtain work reports from a non-nominated referee if appropriate.

Attach your CV or Resume, which should include:

- ❖ Name & address - secondary & tertiary education / qualifications – training courses.
- ❖ Work history - committee membership/s - outside interests – general referees.
- ❖ Relevant experience/qualifications/studies.
- ❖ Referees (address & telephone numbers).

Before submitting your application:

- ❖ Check the contents of your application. - Is it accurate and complete? - Are all aspects addressed?
- ❖ Forward your original application, to the Officer designated in the advertisement.
- ❖ Forward your application to ensure it reaches the designated Officer before 5pm on the advertised close date. (This is your sole responsibility-late applications are not accepted, due to the disadvantage to others.)
- ❖ Selection Panels are not responsible for following up or further considering applications which do not completely or adequately address the essential criteria.
- ❖ Selection Panels are not responsible to accept or for follow up applications which are late, incorrectly addressed, or those which arrive at an incorrect destination.