

POSITION DESCRIPTION

Position Title:	Primary Health Care Nurse / Aboriginal Health Practitioner
Supervisor:	Clinic Manager / Clinic Team Leader
Classification:	Nurse Grade 3 / Aboriginal Health Practitioner Grade 4
Salary:	<div> RN 3.1 – 3.3 Base Salary: \$94,017 - \$100,453 Total Salary: \$104,847 - \$112,024 (Note: Total salary includes leave loading and superannuation) </div> <div> AHP 4.1 – 4.4 Base Salary: \$89,428 - \$94,902 Total Salary: \$99,729 - \$105,834 </div>
Location:	Various Clinic Locations
Date Reviewed:	July 2019

SUMMARY OF POSITION:

To facilitate the delivery of primary health care within Danila Dilba Health Services (DDHS), by providing high quality, comprehensive and culturally appropriate clinical care to Aboriginal and Torres Strait Islander youth of the greater Darwin Area.

OVERVIEW OF DANILA DILBA HEALTH SERVICE (DDHS) AND THE WORK ENVIRONMENT

Background

Established in 1991, Danila Dilba Health Service (DDHS) is a community-controlled organisation providing comprehensive primary health care services to Biluru communities in the Yilli Rreung Region of the Northern Territory.

The mission of DDHS is to improve the physical, mental, spiritual, cultural and social wellbeing of its clients through innovative comprehensive primary health care programs that are based on the principles of equity, access, empowerment, community self-determination and inter-sectoral collaboration.

PRIMARY RESPONSIBILITIES:

Strategic Imperatives

Awareness and understanding of DDHS strategic plan.

Contribute to the development and implementation of strategies designed to meet organisational objectives.

Clinical Care

Be a first point of contact for clients attending the DDHS Clinics, including completing an initial assessment, treatment and referrals as necessary (SODAF)

With guidance from a senior clinician work as per CARPA guidelines:-

- Screen patients and treat according to standards and patient's journey;
- Advocate for better health outcomes for clients
- Monitor/maintain client group recalls;
- Perform child and/ or youth health checks and refer appropriately;
- Provide advice about healthy lifestyles, e.g. nutrition and physical activity, alcohol consumption and quit smoking programs through brief interventions;
- Refer to complimentary DDHS programs; link closely with local communities and support existing primary care services.
- Provide early intervention, coordinated care and information and referral services

Support General Practitioners and other medical staff including visiting health professionals and specialists and provide comprehensive care.

Ensure all information given is provided in a way that the patient, carer and community understand. Obtain feedback from the patient, carer and community to check that the information and advice was correctly understood.

Increase knowledge and use of chronic disease self-management options including medication compliance.

Improve follow up care for patients with a chronic disease and the identification of support needs of patients.

Collaboration with members of the DDHS multidisciplinary team and external services providers within government and non-government organisations to facilitate care and follow to support optimal health outcomes.

Human Resources Management

Participate in cross-cultural education as well as assist and participate in staff induction and orientation.

Participate in work partnership agreements.

Participate in relevant training and professional development activities to further enhance skills and knowledge required for the position.

Communication and Teamwork

Maintain a positive work environment along with harmonious and cooperative relationships with fellow employees, management and clients.

Ensure all interactions with clients and staff show appropriate responses to their needs and demonstrate the application of DDHS' code of conduct.

Contribute to the efficient and effective functioning of the workplace in order to meet organisational objectives. This includes demonstrating appropriate and professional workplace behaviours and providing assistance to team members as required.

Be responsible to maintaining your own professional work ethics and participate in staff meetings in a constructive manner.

Safe Practice Environment

Conduct all activities in a manner consistent with DDHS Work, Health and Safety policy and procedures.

Proactively address WH&S hazards, incidents and injuries.

Regularly monitor and review practices and the work environment to ensure a healthy and safe workplace in accordance with DDHS policies and procedures and legislative requirements.

Comply with established DDHS clinical standards, policies and protocols including (but not limited to); cold chain management; infection control; and DD Medicines Guidelines.

Quality

Actively participate in DDHS' Continuous Quality Improvement (CQI) processes to ensure improved quality and service delivery outcomes

Implement and follow the DDHS incident and complaint investigation policies to ensure feedback drives service delivery improvements.

Information Management

Comply with DDHS Privacy and Confidentiality of Health Information Policy.

Ensure all documentation, records management and the health information system database are maintained and completed in accordance with established standards, policies and protocols to ensure continuity of care.

Organisational Responsibilities

Adhere to all organisational policies, procedures, standards and practices e.g. Work Partnership Agreement; information and records management; confidentiality

Act only in ways that advance DDHS objectives, values and reputation and with honesty, integrity and good faith

Other duties as required, consistent with skills and experience, as directed by the Supervisor.

SELECTION CRITERIA:

Essential:

1. Current registration as an AHP / Nurse with AHPRA with demonstrated clinical experience.
2. Highly developed communication and interpersonal skills, liaison, negotiation and conflict resolution with people from a wide range of cultural and social backgrounds;
3. Demonstrated understanding of the principles of Primary Health Care within Indigenous Health;
4. Demonstrated awareness of and sensitivity to Aboriginal culture and history and knowledge of issues impacting on Aboriginal and Torres Strait Islander peoples;
5. Ability to work independently, and as a member of a team, with strong organisational skills and demonstrated ability to plan, manage and prioritise tasks;
6. Demonstrated high level computer skills, including experience using Microsoft Word and Excel (or similar) as well as the ability to use clinical practice software;
7. Demonstrated high standard of written skills in the preparation of detailed reports, general correspondence and documentations with an understanding of confidentiality.

Desirable:

1. Experience in working in an Aboriginal Community controlled Health Service or similar environment

Appointment Factors: (Appointment is subject to)

1. Willing to undergo a Police Check;
2. Ability to obtain a Working with Children Clearance (Ochre Card);
3. Current driver's licence;
4. Current First Aid and/or CPR certificate or the preparedness to gain one
5. Current 'About giving Vaccines' (AGV) certificate or equivalent, or the preparedness to gain

Approved:

Rodger Williams

Deputy Chief Operating Officer

Date: _____ / _____ / _____

Reviewed by:	General Manager – Darwin and Palmerston	January 2017
Review due by:	General Manager – Darwin and Palmerston	January 2019
Approved by:	Chief Executive Officer	January 2017