



JOB DESCRIPTION FORM

Section 1 - POSITION IDENTIFICATION

		Position No:	200343
Division:	Kimberley	Title:	Clinical Nurse Manager – Community Health
Branch:	Kimberley Population Health Unit	Classification:	RN SRN Level 3
Section:	Community Health Fitzroy Crossing	Award/Agreement:	Nurses and Midwives Agreement

Section 2 - POSITION RELATIONSHIPS

Responsible To	Title:	Director, KPHU	↑	Other positions reporting directly to this position:
	Classification:	HSO Level G11		
	Position No:	200129		
Responsible To	Title:	Primary Health Manager	↑	Title Clinical Nurse Manager – Community Health - Multiple Healthy for Life Chronic Disease Coordinator Clinical Midwife Specialist – Child Health Project Officer Clinical Nurse Specialist – Community Health
	Classification:	HSO Level G8		
	Position No:	200328		
This Position	Title:	Clinical Nurse Manager – Community Health	↑	
	Classification:	RN SRN Level 3		
	Position No:	200343		

Positions under direct supervision:	Other positions under control:																																
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Section 3 - KEY RESPONSIBILITIES

Provides team leadership and is accountable for the quality of care and achievement of objectives of the Kimberley Population Health Unit in terms of client outcomes and community participation. Effectively manages staff and resources to achieve objectives. Facilitates culturally capable service delivery based on a partnership approach with individuals, families and communities to promote participation in their own health care.

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The WA Country Health Service (WACHS) is the largest country health system in Australia and one of the biggest in the world, providing health services to approximately half a million people, including 45,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle as many births as the State’s major maternity hospital – and as many emergency presentations as Perth metropolitan hospitals combined. The range of health services provided cover population health, mental health, Indigenous health and aged care.

Our dedicated and committed staff work hard to fulfil our purpose *Working together for a healthier country WA*, to deliver health services that support the health and well-being of individuals and communities in rural and remote Western Australia.

OUR PURPOSE

To improve, promote and protect the health of country Western Australians.

WHAT WE STAND FOR

- Quality health services for all.
- Improving the health of Aboriginal people and those most in need.
- A fair share for country health.
- Supporting our team – workforce excellence and stability.

OUR VALUES

- Community** – making a difference through teamwork, generosity and country hospitality.
- Compassion** – listening and caring with empathy and dignity.
- Quality** – creating a quality health care experience for every consumer.
- Integrity** – accountability, honesty and professional, ethical conduct in all that we do.
- Justice** – valuing diversity with a fair share for all.

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17 August 2017
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Section 4 - STATEMENT OF DUTIES

Duty No	Details	Freq	%
1	LEADERSHIP AND MANAGEMENT		40
1.1	Provides Leadership in the management of client care in the community using multiple models of service delivery.		
1.2	Facilitates the implementation of primary health care and a community development approach, and participates in collaborative analysis and planning.		
1.3	Manages and coordinates the recruitment, selection and orientation of staff and establishes and maintains effective collaboration and mutual respect within the team. Manages community health nursing practice using a best practice framework.		
1.4	Manages programs and services with respect to budget and financial management guidelines.		
1.5	Participates in, implements and maintains performance management systems which support ongoing development for self and staff with line manager.		
1.6	Acts as a resource for nursing, medical, allied health staff and government and non-government service staff within and external to the service.		
1.7	Provides leadership to the community health team and fosters collaboration within various multidisciplinary teams.		
2.	CONTINUUM OF CARE		20
2.1	Provides leadership and support in the promotion of health and maintenance of wellbeing.		
2.2	Facilitates and supports effective levels of professional interaction with clients and colleagues.		
2.3	Sets and ensures a high standard of clinical practice in primary and public health programs through the application of reflective practice strategies that improve services and inform the evidence base of primary and public health.		
2.4	Coordinates the development and implementation of health promotion programs. Leads and supports initiatives to assist learning and individual behaviour changes.		
2.5	Demonstrates advanced clinical practice skills as required and provides clinical leadership to the community health team.		
3	SAFE PRACTICE AND THE ENVIRONMENT		10
3.1	Facilitates and supports professional and ethical practice in community health nursing and supports nursing decision-making in a broad range of complex situations.		
3.2	Provides services and utilises resources in accordance with staff and client safety, cost and environmental considerations and is consistent with guidelines and best practice.		
4	INFORMATION MANAGEMENT		15
4.1	Ensures data entry, maintenance, and appropriate use of clinical and administrative documentation in accordance with organisational and professional requirements.		
4.2	Utilises available information systems and databases to inform service delivery priorities.		
4.3	Prepares program and evaluation reports and submissions as required.		
5.	IMPROVING PERFORMANCE		10
5.1	Promotes research and evaluation, applies the principles and objectives to improve the quality of Community Health Nursing.		
5.2	Represents Community Health Nursing at local, regional and state-wide levels.		
5.3	Coordinates, delivers and contributes to the orientation, preceptor ship and mentorship of students and other health professionals.		
6	OTHER		5
6.1	Other duties as directed by the Line Manager or their delegate.		

The occupant of this position will be expected to comply with and demonstrate a positive commitment to the highest achievement level in Equal Employment Opportunity, Occupational Safety & Health, Public Sector Standards, Code of Conduct, Code of Ethics, Quality Improvement, Performance Management, Customer Focus, Disability Services Act and Confidentiality throughout the course of their duties.

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Section 5 - SELECTION CRITERIA

ESSENTIAL:

1. Eligible for registration in the category of Registered Nurse by the Nursing and Midwifery Board of Australia.
2. Understanding of and commitment to, the, aims and objectives of Primary Health Care and Community Development.
3. Demonstrated leadership / management and communication skills with advanced problem solving and analytical skills.
4. Demonstrated understanding of cultural factors and social determinants particularly relating to Aboriginal health.
5. Current C Class Driver's Licence and an ability and willingness to travel via road and/or small aircraft to remote communities, including overnight stays away from home.
6. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health and how these impact on employment and service delivery.

DESIRABLE:

1. Post Graduate studies and/or Certificate in Midwifery, Family Planning, Maternal and Child Health, Immunisation, Diabetes Education.
2. Significant experience in the use of personal computers and software applications.

Section 6 – APPOINTMENT FACTORS

Location	Fitzroy Crossing	Accommodation	As per WACHS Kimberley Accommodation Policy
Allowances/ Appointment Conditions	<p>Appointment is subject to:</p> <ul style="list-style-type: none"> • Evidence of current registration by the Nursing and Midwifery Board of Australia must be provided prior to commencement. • Completion of a 100 point identification check • Successful Criminal Record Screening clearance and Working With Children Check (WWCC) • Successful Pre- Placement Health Screening clearance • Evidence of current C class Drivers Licence <p>Allowances include:</p> <ul style="list-style-type: none"> • District Allowance as applicable • Annual Leave Travel Concession as applicable • Air Conditioning Subsidy as applicable • Additional week Northwest Leave 		
Specialised equipment operated		<div style="border: 1px solid black; padding: 5px; background-color: #e6f2ff;"> <p>WA Country Health Service</p> <p>17 August 2017</p> <p>REGISTERED</p> </div>	

Section 7 – CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Signature and Date: ____/____/____

Director
Kimberley Population Health Unit

Signature and Date: ____/____/____

Regional Director
WACHS Kimberley

As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Name	Signature	Date Appointed	Date Signed