



# Healthy kids, healthy communities

Compassion Excellence Collaboration Accountability Equity Respect

## Coordinator Nursing - Community Health

### Position details

Position Number: 00013562  
 Classification: RN SRN Level 7  
 Agreement: Nurses and Midwives Agreement  
 Directorate: Child and Adolescent Health Service – Community Health  
 Department: Community Health Nursing  
 Location: Community Health

### Reporting relationships

This position reports to: 00014115 Nurse Co-Director SRN10

Positions under direct supervision:

Clinical Nurse Manager – Community Health	SRN 3	10.0FTE
Clinical Nurse Specialist – Community Health	SRN 3	6.0FTE

### Key Responsibility

The Co-ordinator of Nursing is responsible and accountable for providing leadership, direction and management of the nursing division and any other areas of responsibility of the health unit. This should be conducted in line with policies, philosophies, objectives and goals established through consultation with staff and in accordance with, integration, and direction for the delivery of community health nursing services within a specific geographical area (North Zone and South Zone). This includes management of human, financial and material resources to achieve the Child and Adolescent Health Service - Community Health (CAHS-CH) service objectives.

## About our health service

The Child and Adolescent Health Service (CAHS) is a comprehensive service that supports and treats children from around Western Australia, and is committed to programs that promote lifelong health in children and adolescents.

### CAHS is made up of four service streams:

- **Neonatology:** Neonatology provides state-wide tertiary neonatal services to the sickest newborn babies and infants in Western Australia.
- **Community Health:** a comprehensive range of community based early identification and intervention services, as well as health promotion, to children and families in the Perth metropolitan area. Services are provided in a variety of settings including at home, local community health centres, child and parent centres and schools.
- **Child and Adolescent Mental Health Services (CAMHS):** provide mental health services to infants, children, young people and their families across the Perth metropolitan area. Services include community based programs, inpatient care at Perth Children's Hospital and specialised services for children with complex mental health conditions across the State.
- **Perth Children's Hospital (PCH):** is the specialist State-wide paediatric hospital and trauma centre for Western Australia, caring for children up to the age of 16. PCH is also a centre of excellence for teaching and research, partnering in major paediatric research and education initiatives led by the Telethon Kids Institute (TKI) and the State's universities.

## Our vision

### Healthy kids, healthy communities

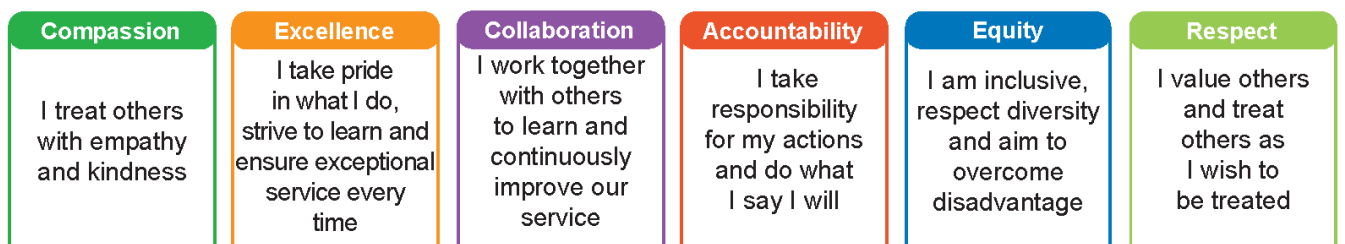
Our vision of 'healthy kids, healthy communities' sees that children and young people get the best start in life through health promotion, early identification and intervention and patient centred, family-focused care.

## Our objectives



## Our values drive us

CAHS promotes a values based workplace culture and all employees are expected to translate our values into action by providing high quality care through:



## Summary of accountabilities

- Provides effective leadership, coordination, integration, and direction for the delivery of nursing and other services within a specific geographical area including management of human, financial and material resources to achieve the Child and Adolescent Health Service - Community Health (CAHS-CH) service objectives.
- Monitors internal and external environment and influences to ensure that nursing services and services within any other areas of responsibility are able to meet the changing needs of clients or patients through strategic planning.
- Provides clinical consultancy to CAHS-CH Leadership and Managers and clinical nurse specialists within health regions for the development, planning, coordination, integration and evaluation of community health services in CAHS-CH.
- Represents CAHS-CH on committees, working parties and at conferences as appropriate including participating as an effective member of the CAHS-CH Leadership and Community Nursing Leadership groups.
- Develops and maintains relationships and strategic alliances relevant to community health within designated area (Zone) of responsibility.
- Accountable for the standard of nursing care and for the coordination of the nursing services and other multidisciplinary teams within an area of specified control at a health care facility, district or region.
- Accountable to CAHS-CH Nursing Leadership Group in supporting the development and evaluation of CAHS-CH nursing policy and other policies relevant to the designated area (Zone) to meet the required health outcomes and service outputs.
- In consultation with the Nurse Co-Director Community Health supports a strategic approach to service direction and resource allocation including sourcing funding via submissions and business cases.
- In consultation with the Nurse Co-Director Community Health uses demographic and population data to assess current and future health needs and develop organisational capacity to address demand at a Zone level
- Prepares annual and other reports, including ministerial responses as directed by the Nurse Co-Director Community Health
- Coordinates performance management appraisals and recruitment and selection of senior nursing staff in their area (Zone) of responsibility.
- Facilitates the professional development and training of all staff under direct supervision and promotes the ongoing development of all staff in their area (Zone) of responsibility.
- Initiates and participates in the development of formal quality improvement projects and programs.

## CAHS governance, integrity, safety and quality requirements

- Commits to undertake the duties of the role in accordance with the WA Health Code of Conduct; the CAHS Vision and Values; and CAHS commitment to protecting children and promoting their safety.
- Maintains a safe work environment by taking reasonable care for own health and safety and that of others.
- Ensures as far as practicable, the provision of a safe working environment in consultation with employees under their supervision.

- Undertakes duties to an agreed performance standard to support safe, high-quality health care with a focus on continual improvement, efficiency, effectiveness and sustainability.
- Directly or indirectly supports the delivery of safe patient care and the consumers' experience ensuring services are family centred.
- Contributes to continuous quality improvement activities by identifying, facilitating or participating in practices in accordance with the requirements of the National Safety and Quality Health Service (NSQHS) Standards, health service strategic direction and the WA Public Sector.
- Completes mandatory and core requirement training as relevant to the role and service.
- Performs duties in accordance with WA Public Sector, WA Health, CAHS and other specific service policies and procedures and applicable legislative obligations under *Public Sector Management Act (WA) 1994*, *Health Services Act (WA) 2016*, *Occupational Safety and Health Act (WA) 1984*, *Disability Services Act (WA) 1993* and the *Equal Opportunity Act (WA) 1984*.
- Actively contributes to the development of the health service by undertaking other duties as directed including additional tasks or projects in line with continual improvement, collaboration and sustainable health initiatives.

## Work related requirements

### Essential selection criteria

1. Eligible for registration in the category of Registered Nurse by the Nursing and Midwifery Board of Australia.
2. Demonstrated high level leadership and organisational development at a senior nursing management level within a complex, health service environment with an ability to deliver required outcomes in areas of responsibility.
3. Demonstrated high level negotiation, interpersonal, verbal and written communication skills and ability to cultivate teamwork.
4. Demonstrated experience in the application of continuous quality improvement principles including managing change and the implementation and evaluation of integrated governance strategies
5. Demonstrated highly developed conceptual, analytical, financial, strategic management, planning and problem solving skills.
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.
7. Current and valid driver's licence.

### Desirable selection criteria

1. Knowledge of state and national health policy frameworks which impact on health service delivery.
2. Possession of, or significant progression towards, the attainment of a post graduate qualification in area of speciality.

Appointment to this position is subject to the following:

- Evidence of current registration by the Nursing and Midwifery Board of Australia must be provided prior to commencement.
- Working with children (WWC) check ,compulsory check for people who carry out child related work in Western Australia
- Evidence of a current and valid driver's licence.
- Provision of the minimum identity proofing requirements in line with the standards set by the National Security Strategy.
- Successful criminal record screening clearance.
- Successful pre-employment integrity check.
- Successful pre-employment health assessment.

## Certification

Created on	Last Reviewed	HSS Registered
<a href="#">Insert date</a>	<a href="#">2/12/2021</a>	<a href="#">27/01/2022</a>

I verify that the details in this document are an accurate reflection of the requirements of the position.

\_\_\_\_\_  
**Manager / Supervisor**                      **Signature or HE Number**                      **Date**

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

\_\_\_\_\_  
**Occupant Name**                      **Signature or HE Number**                      **Date**