



Central Australian Aboriginal Congress
Aboriginal Corporation
Position Description

Equity and Social Justice • Respect • Recognition • Resourceful • Responsibility • Relationships



Position:	Utju Clinic Manager (PN601-1)
Division:	Health Services Division
Section:	Clinical Services
Salary Level:	Nurse Level 5 or AHP Level 7
Position Reports to:	Senior Manager - Remote Services
Location:	Utju Community
Last Review:	March 2021

Role Description

The Utju Clinic Nurse Manager (CNM) provides operational and clinical leadership, management and coordination of the Utju Health Service in the delivery of culturally appropriate comprehensive primary health care and emergency care to the Utju Community. The position leads a multidisciplinary team and is integral to ensuring cultural integrity and high standards of clinical care. The CNM participates in a 24 hours / 7 days per week on-call roster for medical emergencies.

Team Description

Congress is an Aboriginal community controlled health service providing comprehensive primary health care services to Aboriginal people in Alice Springs and across five remote Aboriginal communities in Central Australia. Congress works in partnership with the local Utju Health Service board to deliver primary health care to the residents of Utju.

The position sits within the Utju health service and leads a multidisciplinary team including a GP, Registered Nurses, Aboriginal Health Practitioner, Transport Officers and Administration workers and collaborates with all Congress services, visiting Allied Health Professionals and other specialist services. This position is based in Utju. Further information is available at www.caac.org.au

Responsibilities

MAIN DUTIES (This is not a comprehensive list of all duties required of the position)	<ul style="list-style-type: none">• Provide leadership and management in the delivery of an optimised culturally safe and accessible primary health care for residents and visitors of Utju• Ensure the Utju Clinic delivers high quality treatment and meets agreed funding and operational plan commitments• Work in partnership with Congress Services and specialised providers to ensure accessible and optimal comprehensive Primary Health Care• In collaboration with the CQI, evaluate Clinic performance and provide regular reports to the Senior Manager - Remote Services as required with implementation of responsive activities to meet and exceed performance outcome• Ensure compliance with policies and procedures to optimise smooth operational clinic practices including appropriate allocation of resources (staff, consult rooms etc.)• Ensure delivery of clinical services is underpinned by the Congress clinical governance framework that fosters reflective practice, constructive feedback and service improvement, risk prevention and management, and the highest standards in quality and safety of client care.• Optimise the claiming of all eligible Medicare items and other clinical related income including but not limited to PIP, HCH and private billing.• Provide regular clinical sessions and participate in the after-hours on-call roster and attend after-hours medical emergencies where required.
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	<ul style="list-style-type: none"> • Take primary responsibility for infection control processes, ensuring that staff training occurs on a regular basis and that RACGP standards are met. Coordinate infection control processes within the clinic practice. Maintain the potency of vaccines by ensuring the clinic system for cold chain management complies with the current edition of the National Vaccine Storage Guidelines. • Undertake other duties (and training) that are safe, legal, logical and responsible while being within the limits of employee's skill, competence and training, consistent with the position classification.
WORK ORGANISATION (Planning and coordination) LEADERSHIP AND MANAGEMENT	<ul style="list-style-type: none"> • Manage, plan and coordinate the functions of the Utju Clinic, its staff and resources allocated. • Responsible for the supervision of direct reports: Transport Officer, Client Service Officer, Cleaner, Remote Area Nurses, Aboriginal Health Practitioners and Malpas (On-call support workers) • Take all reasonable steps, through sound recruitment and professional development, to ensure that Congress employs, develops and promotes Aboriginal people across all parts of Congress. • Provide effective leadership to direct reports to achieve business outcomes and personal and professional development goals. • Develop a strong team and workplace culture committed to the organisation's strategy, mission, vision and values outlined by the board. • Comply with government legislation and by laws in remote Aboriginal communities
WORK HEALTH AND SAFETY	<ul style="list-style-type: none"> • Take reasonable care for your own health and safety and for the health and safety of anyone else who may be affected by your acts and omissions in the workplace; and • Work in accordance with Congress' WHS policy, the WHS Act, Regulations and Code of Practices, including, ensuring that all staff under their control carry out their roles and responsibilities in accordance with these policies, including compliance with workplace inspections, audits and conducting risk assessments. • Ensure identified WHS non-conformances are rectified. • Investigate all reported incidents within area of responsibility and report actions to prevent similar occurrences.
VALUES AND BEHAVIOURS	<ul style="list-style-type: none"> • Conduct all work in line with Congress values which are: Cultural Integrity, Equity and Social Justice, Respect and Empathy, Recognition, Resourcefulness, Responsibility, Relationships. • Apply the cultural framework and adhere to community specific protocols in all aspects of work with Congress. • Apply strict confidentiality practices and guidelines to all patient, clients, personal and commercially sensitive information. • Uphold Congress' commitment to integrating Culturally Responsive Trauma Informed Care approaches across all aspects of service delivery in our communities.

Person Requirements (Qualifications & Attributes)

ESSENTIAL

1. Registration as a Nurse or Aboriginal Health Practitioner with the Australian Health Practitioner Regulation Agency (AHPRA).
2. Demonstrated recent experience in providing a broad range of clinical interventions, including but not limited to, adult health checks, immunisations, developing chronic disease management plans and brief interventions with at least 3 years in a remote clinical practice.
3. Demonstrated understanding of the principles of comprehensive primary health care and Aboriginal community controlled health services as well as an understanding of the issues affecting the health and well-being of Aboriginal people in Central Australia.

4. Demonstrated experience in the effective management of a clinical team, including skills in conflict resolution, performance management and staff development.
5. Highly developed interpersonal and communication skills including the ability to communicate effectively and sensitively with people from diverse cultures and professions.
6. Proven computer skills, including the ability to use and manage electronic patient records, word processing, e-mails and to learn new programs.
7. Willingness, ability and appropriate levels of health and fitness to travel to and work from remote locations.


DESIRABLE

1. Qualifications in Management, Health Administration or Public Health
2. Knowledge of quality and accreditation including RACGP accreditation standards and requirements for primary health care.
3. Awareness of and sensitivity to Aboriginal culture and history and knowledge of current issues affecting the lives of Aboriginal people

Appointment Conditions

- Employment with Congress is conditional on the employee providing NT Working with Children Check (Ochre Card), Satisfactory Criminal History Check.
- Employee interaction with residents within communities will be taken into account as part of the final performance assessment during the probation period.
- Persons being considered for a position with Congress may be required to undergo a pre-employment medical examination and drug screen to determine fitness to perform nominated duties.
- This position is permanently located in the remote community of Utju

Authorised By: _____



March 2021

GENERAL MANAGER HEALTH SERVICES DIVISION

ACKNOWLEDGEMENT

I have received a copy of the Position Description and have read and understand its contents.

Employee Name

Signature

Date

Supervisor Name

Signature

Date