



Position Description

Team Leader (Nurse Supervisor)
Australian Nurse Family Partnership Program
Wellington | May 2020



POSITION TITLE

Team Leader (Nurse Supervisor) – ANFPP
Wellington Aboriginal Corporation Health Service

LOCATION

Various Locations

POSITION DESCRIPTION

The Australian Nurse-Family Partnership Program (ANFPP) is an evidence-based program for women pregnant with an Aboriginal or Torres Strait Islander baby.

The Nurse Supervisor is responsible for the implementation of the Australian Nurse Family Partnership Program across Wellington, Dubbo, Narromine, Gilgandra and Blacktown. The

Nurse Supervisor oversees a team of Nurse Home Visitors (NHVs), Aboriginal Family Partnership Workers (AFPWs), and an Administration Officer. The Nurse Supervisor is responsible for the management and leadership of this team and ensures professional and culturally appropriate services are delivered to clients participating in the program.

The position reports directly to the Executive Manager assigned to the program.

KEY RESPONSIBILITIES OF THIS ROLE

- Assist in creating a positive work environment that promotes cultural safety, productivity, mentoring, teamwork and cooperation.
- Maintain knowledge and understanding of the issues that impact on Aboriginal people and Aboriginal communities.
- Demonstrate respect for individuals and diversity; be nonjudgmental, a good listener, and respectful of client's heart's desire; be tolerant, understanding, compassionate, encouraging, and hopeful
- Complete and actively participate in WACHS and ANFPP meetings and education and acquire the knowledge and skills to implement the Program successfully within the organisation; keep up to date with information on a local, state or national level that may impact delivery of Program content
- Work collaboratively with other WACHS teams to ensure a holistic approach to client health, and integration of the ANFPP within the organisation, and with other external services
- Work collaboratively with the ANFPP National Support Service team, and contribute to the Program's successful adaptation to the Australian context
- Prepare reports and submissions for the Department of Health, WACHS, and the ANFPP
- Coordinate and lead stakeholder engagement activities, maintaining referral pathways with local services and hospitals to maintain consistent referrals into the program.

- Work with the Executive Manager and Finance to monitor and maintain resources and activities within the allocated budget
- Coordinate the education for the ANFPP team supporting the individual professional development needs of staff, including core education and local education to address identified learning needs.
- Coordinate the recruitment, orientation, training and ongoing professional development of all ANFPP staff.
- Coordinate delivery of the ANFPP including day to day operational supervision of all team members including formal supervision and reflective practice
- Assign and monitor caseloads, undertake all clinical supervision activities and assesses service delivery, client satisfaction and program efficiency using the ANFPP National Quality Framework
- Monitor data collection. Completion of data audits, ensuring data collection and record keeping is maintained across Communicare and ANKA to a high standard, ensuring fidelity reports are accurate.
- Lead Continuous Quality Improvement activities
- Read and interpret data and information relevant to Program delivery and use it to support continuous quality improvement
- Develop and maintain community relationships to support client referrals
- Consult and collaborate with other professionals involved in providing services to women and families
- Provide scheduled joint home visits to the Nurse Home Visitors, and joint consent visits with Aboriginal Family Partnership Workers
- Understand and promote the philosophy of the Wellington Aboriginal Corporation Health Service
- Support policies, procedures, guidelines and standards of the ANFPP and the Wellington Aboriginal Corporation Health Service
- Maintain the privacy and dignity of clients at all times
- Act with tact and diplomacy when dealing with information of a highly sensitive nature
- Work within strict confidentiality guidelines, ensuring all personnel and/or client information is kept secure
- Lead risk management activities in collaboration with other team members.
- Actively engage in skill building to meet all ANFPP Nurse Supervisor competency requirements and to meet professional registration obligations
- Assist in creating a positive work environment that promotes cultural safety, productivity, mentoring, teamwork and cooperation
- Demonstrated knowledge and understanding of, respect for and compliance with culturally appropriate ways of working with Aboriginal individuals, families and communities
- Ensure that all staff, including the Nurse Supervisor, attend all required ANFP Program education and training sessions as outlined in the pre-training material
- Assess and develop strategies to address knowledge and skill needs of Nurse Home Visitors and Aboriginal Family Partnership Workers
- Undertake other duties, provided that such duties are reasonable within the employee's competence and training
- Demonstrated ability to participate in formal intensive workplace training, and professional development, including ability to travel interstate as required.
- Ability to conduct reflective practice and formal supervision processes in order to develop and manage a diverse team

SKILLS AND EXPERIENCE REQUIRED

Essential Criteria

- Current registration as a Registered Nurse or Midwife with AHPRA, and current drivers licence. Minimum of 3 years' experience in program management, including experience in managing a team
- Demonstrated experience in preparing reports for funding bodies according to program guidelines
- Demonstrated ability to form relationships and work effectively with Aboriginal and/or Torres Strait Islander clients, families, and co-workers. This includes a demonstrated awareness of, and sensitivity to Aboriginal culture and history, Aboriginal primary health care, and current issues affecting the lives of Aboriginal people and communities
- Demonstrated ability to work autonomously, and lead a team, with a high level of management and leadership skills, including computer skills - email, word processing and electronic health records
- Working with Children and Criminal Record check clearances and a current NSW Drivers Licence

Note: WACHS considers being a female as a genuine occupational qualification for the Nurse Home Visitor position and this qualification is authorised under s. 31 of the Anti—Discrimination Act 1977 (NSW).

Desirable Criteria

- Recent work experience and knowledge of maternal/child health services, particularly in a primary health care setting

WHO WE ARE

Wellington Aboriginal Corporation Health Service (WACHS) aims to empower targeted Aboriginal and Torres Strait Islander people to take control of their individual, family and community health and wellbeing needs through the community-controlled model. Our main services are located in Wellington, Dubbo, Moree, Western Sydney, Penrith, Nepean Blue Mountains, and we provide outreach services to other towns and communities through our regional programs

We are an Aboriginal Community Controlled Health Service offering Primary Health Care Services, and an Integrated Care program, as well as a number of specialist clinical staff and AHW's; a Specialist Programs Unit incorporating Social & Emotional Wellbeing, Child & Family Support, Drug & Alcohol, Aboriginal Family Health, and Aboriginal Local Support; a Healthy for Life (H4L) Program, Maternal & Child Health Worker, Aboriginal Health Workers, Youth Health Worker and Dietitian targeting Maternal & Child Health and Chronic Diseases; and regional programs including the Australian Nurse-Family Partnership Program, Aboriginal Children's Therapy Team, and Tackling Indigenous Smoking Program. Our staff are supported by an Executive Management Team located across our service areas.

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