



## Position Description

---

Team Leader - Clinic  
Clinical Services  
Wellington | May 2022



## **POSITION TITLE**

**Team Leader – Clinic**  
*Wellington Aboriginal Corporation Health Service*

## **LOCATION**

Wellington – various locations

## **POSITION DESCRIPTION**

The Clinic Team Leader role is an integral role in the clinic. The focus of the role is on providing direction to and managing a multi-disciplinary team to ensure the smooth running of the medical clinic.

The Clinic Team Leader reports directly to the Executive Manager – Clinical Service Western NSW.

## **KEY RESPONSIBILITIES OF THIS ROLE**

- Support the GPs, clinic services and specialist clinic programs on a day-to-day basis and ensure the smooth running of the clinic
- Lead the team to ensure our model of care improves patient outcomes and experience
- Maintain good relations with external providers including General Practices and other Aboriginal Medical Services and other organisations involved in clinical care of patients of WACHS
- Ensure all nursing clinical procedures are performed according to best practice
- Provide leadership, mentorship and support to clinic staff
- Be the responsible overseeing the infection control for the practice
- Be the responsible overseeing the 'Cold Chain' Management processes which includes the maintaining of Safe vaccine storage, refrigerator and /logger maintenance issues, correct procedures the Cold Chain Breach Protocol, reporting a Cold Chain Breach, Back up vaccine storage options and procedures. To be the nominated after hours contact for refrigerator failures
- Maintain up-to-date program and client records/files
- Accurately input client data into Communicare data base
- Maintain secure and accurate documentation of all files/records
- Monthly/annual activity and evaluation reports compiled as required
- Manage compliance of the WACHS Clinic with AGPAL Accreditation standards
- Communicates to all Clinic staff the vision for continuous improvement at WACHS
- Put in place systems and procedures that maintain AGPAL Accreditation standards for the clinic and identifies initiatives that improve health service delivery to clients
- Personally manage implementation of quality improvement initiatives within the WACHS Clinic

- Understanding of EEO, WH&S, EAPS and Ethical works practices and the ability to implement and model these standards within the workplace
- Knowledge and understanding of the issues that impact on Aboriginal people and Aboriginal communities
- Previous experience working within a structured policy environment and the ability to implement and monitor staff compliance
- Support and lead recruitment processes within Team
- Demonstrated ability to establish effective internal and external workplace relationships

## **SKILLS AND EXPERIENCE REQUIRED**

### **Essential Criteria**

- Diploma of Practice Management or Equivalent in Healthcare
- Previous experience in providing health services to Aboriginal communities and a thorough working knowledge of health issues impacting on Aboriginal & Torres Strait Islander people
- Demonstrated high level management experience incorporating staff supervision and staff training
- Willingness to undertake professional training
- Demonstrated high standard of interpersonal and communication skills
- Well-developed organisational and time management skills.
- Demonstrated ability to work individually and as part of a team
- Awareness of and sensitivity to Aboriginal culture and history, and current issues affecting the lives of Aboriginal people
- Display an understanding of the individuals rights to determine their own path in life
- Working with Children and Criminal Record check clearances and a current NSW Drivers Licence

## **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, 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, regional programs including Australian Nurse Family Partnership Program, Aboriginal Children's Therapy Team, Tackling Indigenous Smoking Program. Our staff are supported by an Executive Management Team located across our service areas.



[www.wachs.net.au](http://www.wachs.net.au)