



Position Description

Team Leader - Healthy 4 Life Program
Wellington | May 2022



POSITION TITLE

Team Leader – Healthy 4 Life
Wellington Aboriginal Corporation Health Service

LOCATION

Wellington – various locations

POSITION DESCRIPTION

The Team Leader of the Healthy 4 Life program is responsible for coordinating the program and managing the program. The focus of the role is provide guidance and leadership to the Health 4 Life Team to seek the best outcomes for our clients.

The Team Leader reports directly to the Executive Manager of Clinical Services.

KEY RESPONSIBILITIES OF THIS ROLE

- Review and recommend changes to the ongoing Healthy for Life Program – Maternal and Child Health – (M&CH) programs and services as part of the improvement cycle
- Comply with WACHS Clinical Procedures Manual and WACHS Policies and Procedures and Code of Conduct in delivery of service
- Support/conduct review processes i.e. clinical audits, health system assessment and performance indicators to identify priorities for improvement
- Review data generated from programs to assess outcomes and to plan service provision
- Identify appropriateness of equipment and resources needed for the Health for Life program
- Identify and approve training requirements for the Health for Life program
- Provide clinical support as needed for all M&CH programs
- Provide staff appraisals to Healthy for Life team
- Support the outreach Healthy for Life programs
- Manage/support with effective data capture processes and recording of patient information on relevant IT systems
- Maintain/support secure and accurate filing of all client files/records
- Provide a monthly activity report to the Executive Manager Clinical Services
- Support reporting timelines for Healthy for Life program
- Participate in the annual performance review process
- Contribute to effective team performance by participating in team planning days/ business plan development

- Follow all safety procedures and contribute to a safe work environment
- Attend training for programs as required i.e. Information Management, Chronic Illness and Maternal and Child Health management
- Participate in clinical supervision
- Understanding of EEO, WH&S, EAPS and Ethical work practices and ability to implement and model these standards within the work place
- Demonstrated knowledge and understanding of, respect for and compliance with culturally appropriate ways of working with Aboriginal individuals, families and communities

SKILLS AND EXPERIENCE REQUIRED

Essential Criteria

- Registered Nurse – with a minimum of 3 years post graduate experience
- Qualifications, experience or a demonstrated working background in either maternal and child health or chronic illness
- Demonstrated experience in providing health services to Aboriginal people in the community and/or primary health care nursing
- Demonstrated experience in the coordination and service provision of client health services in partnership with other allied health providers
- Ability to provide professional development, education, training and support for staff within a specialist program setting
- Experience in the development, implementation and evaluation of policies, procedures, business plans and service delivery audit reports
- Knowledge and understanding of the issues that impact on Aboriginal people and Aboriginal communities
- High level of oral, written communication skills and computer literacy
- Proven ability to work well within a service team
- Demonstrated experience of working independently and/or showing initiative in relation to patient care
- Understanding and knowledge of specialist medical, allied health and support services locally
- 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