



NUNKUWARRIN YUNTI OF SOUTH AUSTRALIA INC

182 – 190 Wakefield St, ADELAIDE 5000

JOB & PERSON DESCRIPTION

POSITION TITLE:	CLASSIFICATION LEVEL:
Nurse Supervisor (ANFPP)	NunKuWarrin Yunti Enterprise Agreement 2012, RN Level 3
PROGRAM:	UNIT:
Australian Nurse Family Partnership Program (ANFPP)	Women, Children and Family Health
TENURE/STATUS:	LOCATION (if other than Wakefield Street Adelaide):
Full Time, ongoing; subject to funding	Mile End, Western and Northern suburbs of Adelaide, NunKuWarrin Yunti's Brady St site at Elizabeth Downs
POSITION REPORTS TO:	ANFPP STAFFING RESPONSIBILITIES:
Middle Manager, Women, Children and Family Health	Aboriginal Family Partnership Workers Nurse Home Visitors ANFPP Administration Officer
WORKS CLOSELY WITH:	
Other Team Leaders / Coordinators within the Women, Children and Family Health Unit Other Team Leaders / Coordinators with the Primary Health Care, Social Health and Community Health Promotion and Education Programs	

1. PURPOSE STATEMENT

NunKuWarrin Yunti aims to promote and deliver improvement in the health and wellbeing of all Aboriginal and Torres Strait Islander people and their families in the greater metropolitan area of Adelaide and to advance their social, cultural and economic status. The Organisation places a strong focus on a client centred approach to the delivery of services and a collaborative working culture to achieve the best possible outcomes for clients.

The Women Children and Family Health Unit aims to support safe nurturing environments for women, infants children and their families, increase uptake and utilisation of services with an emphasis on early intervention and prevention, provide streamlined coordinated care and positive experiences for clients to encourage continued engagement with services.

Australian Nurse-Family Partnership Program (ANFPP) is an evidence-based program of sustained and scheduled home visiting by Nurse Home Visitors (NHVs) and Aboriginal Family Partnership Workers (AFPWs) for Aboriginal families in Australia. The Program begins during the antenatal period and continues until the child is two years old. The focus is on early intervention and prevention of physical and emotional risks and issues for women pregnant with an Aboriginal and/or Torres Strait Islander baby. The program supports voluntary clients to improve their personal health and wellbeing, environmental health, increase their self-efficacy, and improve the health and development of their children. The Program is supported by the ANFPP National Program Centre (NPC) that provides extensive education to program staff and facilitates a national forum for program quality improvement and experiential learning.

With the ability to work autonomously with minimal direct supervision, the Nurse Supervisor (ANFPP) provides leadership and coordination and line management of team activities to achieve quality safe client care. The primary role of Nurse Supervisor (ANFPP) is to:

- Coordinate the development and implementation of the ANFPP and model a strength-based, culturally safe and client-centred program to achieve operational outcomes.
- Provide leadership to the team for practice governance and day to day operations of the ANFPP program in line with the national ANFPP program guidelines and relevant NunKuWarrin Yunti Clinical and Practice Governance systems.
- Develop and maintain a positive learning environment, taking a reflective approach to service, team and individual performance development inclusive of formal training, clinical supervision and regular team meetings.

2. KEY RESPONSIBILITIES/DUTIES

Identify the significant services of work, which are the key outputs of the position

KEY RESPONSIBILITIES (Outputs of the job)	KEY ACTIVITIES (How will the responsibilities be carried out?)
Program Leadership and Coordination to achieve program goals, outcomes and objectives	<p>With support from the Middle Manager, Women, Children and Family Health, coordinate the development and implementation of the Australian Nurse Family Partnership Program (ANFPP)</p> <ul style="list-style-type: none"> • Coordinate planning, monitoring and reporting of Program objectives and outcomes in line with program KPI's. • Coordinate development of and provide ongoing support for community engagement in the Program, inclusive of a network of Program champions and sponsors • Participate in partnership development and ongoing liaison and relationships with key external agencies including development and maintenance of program entry and referral pathways for families • Support development, adaptation and maintenance of appropriate health and program promotional materials for the community and clients. • Oversee program budgets and ensure Program resources are managed responsibly and efficiently to ensure compliance with fidelity to ANFPP model and contractual agreements. • Coordinate risk management and continuous quality improvement activities related to ANFPP operational activities and program goals. • Maintain appropriate and relevant procedures, guidelines and standards of practice in line with ANFPP requirements and Nunkuwarrin Yunti organisational systems and processes
Provide leadership to the team for governance of quality of care and day to day operations of the ANFPP program	<ul style="list-style-type: none"> • Ensure assignment and monitoring of caseloads, a schedule of individual supervision and team meetings and participation in supervision visits as recommended by ANFPP • Convene regular case conferencing focused on identifying client problems and solutions, and include experts from other disciplines whenever cases require such consultation • Maintain a small caseload of own clients • Oversee and ensure timely and accurate data input into the Data Collection System • Use the ANFPP Quality Framework to assess service delivery, client satisfaction and program efficiency in order to enhance the overall quality of program operations and to inform reflective supervision with ANFPP staff • Develop appropriate formal and informal mechanisms for information sharing and communication within the team and with individual team members
Unit & Organisational Activities	<ul style="list-style-type: none"> • Maintain positive and productive working relationships and manage conflict resolution as needed • Participate in internal working groups, committees and activities

KEY RESPONSIBILITIES (Outputs of the job)	KEY ACTIVITIES (How will the responsibilities be carried out?)
	<ul style="list-style-type: none"> • Promote and present a positive image of Nunkuwarrin Yunti to other staff, clients and the community in general • Ensure compliance with a range of administrative and business practices which support the Women, Children and Family Health Unit and other Nunkuwarrin Yunti services
Human Resource and Professional Development	<ul style="list-style-type: none"> • Manage members of the team, inclusive of recruitment and orientation, day to day activities, leave, performance appraisal and development • Oversee arrangements for individual and team education and professional development in line with ANFPP requirements including completion of mandatory training and participation in ANFPP Community of Practice • Participate in own reflective practice and supervisory activity

3. SELECTION CRITERIA

ESSENTIAL – includes qualifications, skills, experience and knowledge.

- Registered with the Australian Health Practitioner Registration Authority (AHPRA) Nursing and Midwifery Board of Australia
- Demonstrated knowledge and understanding of Aboriginal and Torres Strait Islander societies and culture and awareness of issues which may impact on maternal child and family wellbeing
- Demonstrated ability to communicate sensitively and effectively with Aboriginal and Torres Strait Islander people
- Demonstrated high level of nursing practice in maternal and/or child and family health within a comprehensive primary health care paradigm
- Ability to contribute at a senior level to strategic and business planning and implementation and ability to effectively oversee clinical governance within a multi-disciplinary team
- Ability to work autonomously with minimal direct supervision, whilst mentoring and providing leadership to a team of health professionals
- High level of verbal and written communication skills and ability to manage negotiation and conflict resolution processes
- Competence in the use of computer software, especially Patient Information Recall Systems (e.g. Communicare, Medical Director) and other databases

DESIRABLE

- Experience working with people from Aboriginal and Torres Strait Islander communities and groups and within an Aboriginal community controlled health setting.
- Experience in structured evidence-based outcome-focused service models for women, children and families
- Post graduate qualifications in maternal health, child and family health, mental health, public health or related field
- Experience in program management, clinical supervision and reflective practice for staff

4. APPOINTMENT CONDITIONS

Special Conditions and Status

1. Full time position, 38 hours per week.
2. The tenure in this position is subject to funding continuing.
3. Some out of hours work may be required.
4. Some intrastate travel may be required.
5. Appointment is subject to a satisfactory National Police Clearance Certificate.
6. Unless filled internally with prior completion of a probationary period, subject to 6 months satisfactory probationary period
7. Salary Sacrifice, Superannuation Employer contribution.
8. Current SA Driver's Licence and willing to drive in the course of work activities.
9. Conditions of employment are in accordance with Nunkuwarrin Yunti of South Australia's Enterprise Agreement

5. PERFORMANCE/SKILL STANDARDS

Performance will be measured and assessed against objectives set out during the performance agreement and in alignment with the job and person specifications for the role.

6. WORK HEALTH AND SAFETY

Follow defined work health and safety legislation, and Nunkuwarrin Yunti's policies and procedures related to the work being undertaken in order to ensure own safety and of others in the workplace.

Take such action as is within your competence and responsibility to report or make recommendations to a higher level representative as you deem necessary, to avoid, eliminate or minimise hazards of which you are aware in regard to working conditions or practices.

Keep work areas in a safe condition and report any near accident, accident or injury, which arises in the course of your work.

7. EQUAL EMPLOYMENT OPPORTUNITY

Responsibility Statement

Contribute to the maintenance of a healthy, safe and equitable working environment by maintaining knowledge of and adhering to the principles and standards of Equal Employment Opportunity legislation that ensures all employees in the workplace are treated in a fair and equitable manner, free from discrimination, bullying and harassment.

Recognise that confidentiality will be abided by at all times in line with Organisational policy and respect the cultural sensitivity of all clients/customers of Nunkuwarrin Yunti of South Australia Inc.

Abide by the policies and procedures of Nunkuwarrin Yunti of South Australia Inc.

8. CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements for the job.

Duties and responsibilities for this position should not be considered definitive. Duties may be added, deleted or modified, in consultation with staff, as necessary.

Employee Statement:

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

Name

Signature

Date

JOB AND PERSON DESCRIPTION APPROVAL

MANAGER Name: Signature:	EXECUTIVE MANAGER - HEALTH SERVICES Name: Signature:
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**APPROVED BY
CHIEF EXECUTIVE OFFICER**

VICKI HOLMES

Signature

Date