



Position Description

Child Health Team Leader (RN)

Location	Bukki Road & Workshop Road clinics, Yarrabah Community & surrounds
Employment status	Permanent, full-time
Reports to	Clinical Services Manager (CSM)
Responsible for	No direct reports
Date of Approval	March 2023

About Gurriny Yealamucka Health Services Aboriginal Corporation

Gurriny Yealamucka Health Services Aboriginal Corporation (GYHSAC) is a charitable, not for profit, community-controlled Indigenous health provider to over 4000 residents of Yarrabah: Australia's largest discrete First Nations community.

GYHSAC provides culturally sensitive primary health care services in accordance with the Yarrabah Health Strategic Plan and is a member of both the National Aboriginal Community Controlled Health Organisation (NACCHO) alliance and Queensland Aboriginal and Islander Health Council (QAIHC).

Vision Gurriny will be a holistic centre of excellence supporting a strong and healthy community.

Mission Gurriny will be influential innovators delivering quality holistic health outcomes.

Values

<i>Quality of Service</i>	Valuing the responsibility of providing a quality holistic health service & will maintain a high standard of care across all levels of the organisation
<i>Leadership & Innovation</i>	Strong Leadership ensuring the delivery of innovative holistic health solutions
<i>Commitment</i>	Strives to provide commitment to all levels of the organisation's business & in its capacity to support the Yarrabah Community
<i>Accountability</i>	Enacting the principles of governance, self-determination & sovereignty guided by the Yarrabah Community & its stakeholders
<i>Teamwork & Partnerships</i>	As an essential component of successful service delivery & advocates for equitable productive partnerships

Diversity Statement

As an Aboriginal Community Controlled Organisation (ACCHO), GYHSAC recognises and celebrates the diversity of our community, including in cultural backgrounds, languages, beliefs, and experiences. We acknowledge employees who come from different Aboriginal and Torres Strait Islander communities and non-Indigenous employees including those from linguistically diverse backgrounds, and we strive to create a welcoming and inclusive workplace for all.

About the Position

The position is responsible for the delivery of patient care and services that are aligned to the ACCHO model of comprehensive primary health care, to a standard that achieves prevention, early detection and best-practice management of health conditions within the Community. Overseeing child health services within primary healthcare setting, the position works closely with early childhood centres, schools and government agencies involved with child health and child protection.

Key responsibilities

This position reports to the CSM for supervision, workload management and Performance Planning and Review (PPR). In cooperation with (and under the direction of) the CSM, the Child Health Team Leader will:

Program Coordination

- a. Lead the delivery of high quality, family centred child health care and services that promote and protect the health of families with children from birth to 16 years
- b. Ensure child health care and services including education and promotion, are delivered in culturally appropriate and culturally safe ways

Clinical

- c. Conduct health assessments and manage acute and complex paediatric primary care presentations
- d. Lead the planning and implementation of culturally responsive care, based on assessed client needs and risks
- e. Coordinate growth and development checks including ear-health assessments as well as early feeding support
- f. Provide support as necessary to families at risk by promoting and enabling early access to clinical and family services
- g. Promote the Queensland Immunisation Schedule for community children, and carry out routine clinical immunisation of children aged 0-16 years
- h. Maintain a recall and reminder system of children for screening, follow-up and, or intervention purposes such as immunisation
- i. Liaise with Midwives to ensure prompt child health referrals for postnatal 6-8 week check
- j. Collaborate with members of the Clinical Services Team, Medical Officers, and other community health services providers, to support optimal client outcomes

Interagency collaboration

- k. Coordinate service delivery models with external health services
- l. establish, develop and maintain working relationships with service providers to enable shared case management, referral pathways and ongoing support for clients

Training, development & performance improvement

- m. participate in professional development activities related to children and young people's health
- n. Support the training and development needs of the Child Health Team, including through coaching supervision to enable the effective team-based implementation of the model of care

General administration

- o. Maintain client records and data in accordance with established procedures and program requirements. This includes session notes, records of telephone and written communication regarding the client, postnatal depression assessments, child health assessments, risk assessments and safety plans, signed consent forms and any authorities to release information
- p. Coordinate referrals, hand-overs, recalls, and case conferences in a timely manner, ensuring efficient use, accuracy and integrity of medical information
- q. Initiate GP Management Plans and Team Care Arrangements including reviews, performing history, examination and monitoring procedures, and collation of information necessary for GP management
- r. Contribute to the achievement of National Key Performance Indicators (nKPI) for Aboriginal and Torres Strait Islander primary health care
- s. Follow guidelines necessary to optimise Medicare services activity, claims and compliance

Quality & risk

- t. Advise the CSM of matters relating to clinical quality risk and report clinical incidents and adverse events via the quality management system (LogiqcQMS), in accordance with organisational policy
- u. Participate in team activity necessary for the continuous improvement of nursing care and services to standards that comply with:
 - i. AS/NZS ISO 9001:2016 Quality management systems; and
 - ii. RACGP Standards for general practice, &
 - iii. The Human Services Quality Framework (HSQF)
- v. Ensure identified safety, quality and risk management related tasks are completed within required timeframes

Performance

- w. Support the capability of nursing and care teams through the application of contemporary, collaborative, and culturally responsive coaching practices
- x. Engage in performance development processes to plan the most effective way to achieve agreed objectives, review performance, identify career goals and develop plans to meet these needs

Community engagement

- y. Engage authentically with the community, and participate in interagency collaboration to optimise client health outcomes
- z. Develop and maintain relationships with relevant stakeholders to ensure organisational representation in the Community's health leadership

The Child Health Team Leader may be required to carry out such other duties as are within the limits of their skill, competence, and training, consistent with relevant Award classification definitions and as reasonably directed.

Cultural Safety

The position is required to commit to the ongoing development of Cultural Capacity with the goal of gaining a thorough understanding of the principles of Cultural Safety by actively engaging in all opportunities provided within the Service and as appropriate, the broader Yarrabah Community.

Work, Health & Safety (WHS)

Take all reasonable steps to protect personal workplace safety and avoid adversely affecting the health or safety of any other person at the workplace in accordance with the requirements of the Work Health and Safety Act (2011).

In support of GYHSAC policy, this position has as a minimum, the following WHS responsibilities:

- Follow prescribed Safe Work Method Statements (SWMS)
- Take reasonable care for the health and safety of self and others
- Seek guidance for all new or modified work procedures
- Ensure that any hazardous conditions, near misses and, or injuries are reported and any potential for further incident/ risk is mitigated
- Participate in meetings, training and other health and safety activities as reasonably directed
- Wear personal protective clothing or equipment as directed
- Use equipment and materials in compliance with relevant guidelines or instructions, without wilful interference or misuse

Selection Criteria

Essential

1. Understanding of and commitment to the principles of Aboriginal community control, cultural identity, practices and beliefs
2. Demonstrated understanding of the health, social and emotional wellbeing needs of Aboriginal and Torres Strait Islander peoples
3. Minimum 2 years' paediatric nursing experience including clinical knowledge and expertise in delivering child health care and services within a primary health care setting
4. Interpersonal, negotiation, and communication skills capable of influencing outcomes, including the ability to communicate effectively within an Indigenous community setting
5. Agreement with and commitment to observing and upholding organisational mission, vision, and values and their application to this position

Desirable

6. Acute paediatric nursing experience including paediatric venepuncture and cannulation
7. Experience working within an Aboriginal community controlled primary health care setting
8. Awareness of accreditation, regulatory and legislative obligations and requirements relevant to the Aboriginal Community Controlled Health Organisation (ACCHO) setting

Practical requirements

1. AHPRA registration and a commitment to complying with the Australian Nursing and Midwifery Competencies, Code of Ethics and Code of Conduct for Nurses in Australia
2. knowledge and skills to safely administer vaccines as an authorised immunisation provider
3. COVID-19 immunisation certificate appropriate to employment within a Queensland ACCHO setting
4. Queensland Drivers Licence
5. Ability to maintain a current CPR certificate

Acknowledgement by Employee

I have read the Child Health Team Leader Position Description and understand the position requirements and standard of performance expected.

Child Health Team Leader

Signature:

Date:

Chief Executive Officer

Signature:

Date: