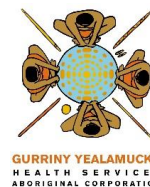


Position Description

Acute Rheumatic Fever (ARF)/ Rheumatic Heart Disease (RHD) Program Coordinator



Location	GYHSAC facilities, Yarrabah
Employment status	Full-time (1 year, fixed-term)
Reports to	Director of Clinical Services (DCS)
Responsible for	ARF/ RHD Team (including Enrolled Nurse, Health Worker and Healthy Living Health Worker)
Date of Approval	October 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 GYHSAC will be a holistic centre of excellence supporting a strong and healthy community.

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

Values

Quality of Service Valuing the responsibility of providing a quality holistic health service & will maintain a high standard of care across all levels of the organisation

Leadership & Innovation Strong Leadership ensuring the delivery of innovative holistic health solutions

Commitment Strives to provide commitment to all levels of the organisation's business & in its capacity to support the Yarrabah Community

Accountability Enacting the principles of governance, self-determination & sovereignty guided by the Yarrabah Community & its stakeholders

Teamwork & Partnerships 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 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 Registered Nurse position will design, develop, implement and actively participate in a program that supports the prevention and management of ARF and RHD.

Key responsibilities

This position reports to the DCS for supervision, workload management and Performance Planning and Review (PPR). In cooperation with (and under the direction of) the DCS, the Program Coordinator will:

Program Coordination

- a. Design, develop and implement a RHD program that is evidence-based and informed by the Community's experience of the prevention and management of ARF and RHD
- b. Implement health management guidelines that support best practice in the prevention and treatment of ARF and RHD.

Evaluation and reporting

- c. Record statistical data relevant to measuring clinical performance against agreed indicators and lead program monitoring, evaluation and review activity
- d. Prepare quarterly evaluation reporting including performance against funding-contract Key Performance Indicators (KPI).
- e. share program information, experiences and lessons learned with stakeholders and other beneficiaries via conferences, forums, webinars and workshops as required

Clinical

- f. provide timely and effective health care to ensure throat and skin infections are prevented from progressing to ARF
- g. Oversee the case management of clients including medical record reviews to gauge adherence to General Practitioner Management Plans (GPMPs) and the advancement of patient care.
- h. Promote awareness of the signs, symptoms and responses capable of improving detection of ARF and RHD
- i. Ensure primordial and secondary treatment is informed by trauma informed practices, recognising that lifelong access to health care is the primary goal for all client interactions
- j. oversee the development of, monitor and review case plans and provide appropriate clinical support for the management of complex cases

Interagency collaboration

- k. establish, develop and maintain working relationships with service providers to enable shared case management, referral pathways and ongoing support for clients
- l. use established health data and information to support collaboration across agencies and programs, especially for primordial prevention
- m. Collaborate with the Healthy Housing Team to ensure the delivery of primary healthcare activity capable of addressing relevant needs of the community.

Training, development & performance improvement

- n. participate in professional development activities related to the prevention and management of ARF and RHD.
- o. Support the training and development needs of the RHD team, including through coaching supervision to enable the effective team-based implementation of the model of care
- p. Promote practices among the RHD Team that raise awareness, and improve detection, prevention and management of ARF and RHD

Quality & risk

- q. participate in team activities necessary for the continuous improvement of the administration function to standards that comply with:
 - AS/NZS ISO 9001:2016 Quality Management Systems;
 - RACGP Standards for general practice
- r. ensure allocated tasks identified in the quality management system (LogicQC) are completed within required timeframes
- s. Comply with the Australian Nursing and Midwifery Competencies, Code of Ethics, and Code of Conduct for Nurses in Australia

Community engagement

- t. engage authentically with the community, and develop and maintain relationships with relevant stakeholders to ensure organisational representation in the community's health leadership

The Program Coordinator 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 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 ability to provide clinical leadership within a primary health care setting, including experience in multidisciplinary team supervision and development
3. Proven ability to manage funded health programs including associated operational, contractual, and reporting outcomes and requirements

4. High level of clinical knowledge of best practices in the prevention, diagnosis and treatment of ARF and RHD
5. Interpersonal, negotiation, and communication skills capable of influencing outcomes, including the ability to communicate effectively and credibly within an indigenous community setting
6. Agreement with and commitment to observing and upholding organisational mission, vision, and values and their application to this position

Practical requirements

1. Current AHPRA registration as a Registered Nurse.
2. Queensland Drivers Licence
3. Possess (or have the ability to obtain) a valid Positive Notice Blue Card issued by the Commission for Children Young People and Child Guardian
4. Current National Police Certificate (or be preparedness to undertake prior to commencing employment
5. ability to maintain a current CPR certificate

Acknowledgement by Employee

I have read the Acute Rheumatic Fever (ARF)/ Rheumatic Heart Disease (RHD) Program Coordinator Position Description and understand the position requirements and standard of performance expected.

Program Coordinator

Signature:

Date

Chief Executive Officer

Signature:

Date: