



Position Description

Position Details

Position Title	Health Centre Manager
Position number	021
Department / Division	Clinical services/Nursing
Classification	Nurse (5)
Salary Range (Optional)	Negotiated Contract
Employment Type	< Ongoing / Fixed term / Part time >
Work Location	< Darwin / Jabiru / Minjilang / Warruwi / Gunbalanya>, Northern Territory
Reports to	Primary Health Care Director
Reporting lines	Clinical HC Staff; Non-Clinical HC Staff
Organisation link	https://redlily.org.au/

Primary Objective

Lead and coordinate a multidisciplinary remote primary health care team, manage health systems & team members, treat illness, promote wellbeing, provide education & training, and encourage community health action to contribute to better health outcomes for the people in West Arnhem.

About The Team

The position will be part of the Red Lily Clinical Services team that provides primary health care in the West Arnhem region (including homelands). Coordination with other communities and teams within Red Lily and beyond will be necessary to ensure that the communities receive high quality services and achieve optimal outcomes.

Position Responsibilities

1. Co-ordinate and promote health programs and local Health Centre team to provide & promote a comprehensive Primary Health Care (PHC) service utilising a multidisciplinary approach.
2. Ensure all documentation, records and health information systems are maintained to ensure continuity of care.
3. Facilitate and provide culturally acceptable health education supporting a community participative approach to local level decision-making.
4. Promote and support Aboriginal Health Practitioners (AHPs) to be first line providers of health care in the community to facilitate the delivery of culturally appropriate health care.
5. Participate in the development, implementation, and review of the Organisational plans.
6. Ensure the orientation of new staff to the Organisation's philosophy, policies and procedures (including infection control and cold chain management) and Health Centre functions to promote effective teamwork.
7. Participate in and encourage education and professional development of self, team



- members and learners.
8. Ensure all team members participate in Quality and Safety programs including development and evaluation of policies, procedures and protocols (including Work Health & Safety).
 9. Manage human and physical resources within an allocated budget for the health centre.
 10. Lead best practice implementation and Medicare claiming arrangements.
 11. Ensure the health centre is adequately & appropriately stocked, and all equipment, facilities & assets are properly maintained, according to established policy.
 12. Participate in an on call 24 hour roster.

Organisational Responsibilities

1. Adhere to all organisational policies, procedures, standards and practices e.g., Information and records management, confidentiality.
2. Complete and participate in regular formal and informal performance feedback and improvement sessions.
3. Represent and promote Red Lily Health's vision values.
4. Act as a role model for staff and clients.
5. Other duties as required, consistent with skills and experience, as directed by the Line Manager.

Quality and Workplace Health and Safety

1. Support and participate in the development of continuous quality improvement activities within Red Lily Health.
2. Ensure your personal health and safety and that of others in the workplace.
3. Report all accidents, incidents, near misses and hazards immediately.

Selection Criteria

Essential

1. Eligible for registration with the Australian Health Practitioner Regulation Agency as a general registered nurse and relevant post basic qualification.
2. Extensive experience and demonstrated skills in Remote Area Nursing with an understanding of all roles within a multidisciplinary primary health care team model in Australian indigenous communities.
3. Demonstrated ability and experience in the management of a multidisciplinary team.
4. An ability to interact effectively with people of different cultures with a demonstrated understanding of issues affecting Aboriginal health: cultural issues; cultural safety and determinants issues.
5. Knowledge and experience in implementation of Primary Health Care programs and relevant legislation governing work practice in the remote setting.
6. Demonstrated commitment to quality improvement, research, education and professional development.
7. Highly developed interpersonal, complex problem solving, written, verbal and IT communication skills.
8. Willingness to travel by air and road to remote communities.
9. A satisfactorily Police check (through Safe NT website). A criminal history will not exclude an applicant from this position unless it is relevant to the role.
10. Current Working with Children's Card (OCHRE card) or ability to obtain.
11. Full rights to work in Australia.



Desirable

1. Understanding of issues affecting Aboriginal health, drivers of health inequality, principles of primary health care and relevant legislation governing work practice in the Northern Territory.
2. Appropriate post graduate qualification in Public Health / Primary Health Care or additional certificates in Child Health, Emergency, Midwifery, or Mental Health.
3. Business-related qualification.