

Nurse Manager General Practice Services

Bellarine Community Health



**About Bellarine Community Health**

**Vision**

Bellarine Community Health will be the leader in primary health services in Victoria.

**MISSION**

Bellarine Community Health delivers a broad scope of health services and wellbeing programs for all people in our diverse communities.

**VALUES & BEHAVIOURS**

**Community First:** We work with our diverse communities to deliver what matters and what makes a difference. We make decisions with empathy and recognise that our communities are at the core of every decision we make.

**A positive and inclusive environment**: We respect, care, support, nurture, empower, and help each other. We promote a creative, open and safe inclusive environment. Everyone is encouraged to explore opportunities, share ideas, enjoy themselves, excel in their personal development and achieve high levels of personal satisfaction.

**Excellence:** We take pride in delivering services and programs that exceed client, carer, and community expectations. We continually improve what we do, aim for professional excellence and deliver person centred outcomes.

**Leadership:** We are all leaders in the achievement of our vision, mission, strategic objectives, and our organisational values. We work together, using our skills and knowledge to identify and meet the challenges.

**Integrity:** We are honest and transparent. We share our knowledge, say what we believe, and do what we say. We listen and respond. We take responsibility, individually and as a team.

**STRATEGIC DIRECTIONS**

**Strategic Objective One - SERVICES & PROGRAMS**

Create and extend services and programs which are designed, delivered and responsive to our changing and diverse communities

**Strategic Objective Two - COMMUNITY**

Increase inclusive participation and community empowerment, and facilitate two-way awareness between BCH and our diverse communities

**Strategic Objective Three - STAFF & VOLUNTEERS**

Ensure the best mix of staff & volunteers, with the right culture, right skills, and right numbers, as we grow our services & programs

**Strategic Objective Four - QUALITY & SAFETY**

Ensure that all our services and programs are excellent

**Strategic Objective Five - STRATEGIC FINANCES**

Ensure BCH is financially viable and sustainable for the future through exploring funding opportunities.

**About Bellarine Community Health**

Bellarine Community Health (BCH) is the major provider of primary health services to the Bellarine Peninsula. BCH operates from five separate sites in Drysdale, Ocean Grove, Point Lonsdale and Portarlington. BCH is a registered Community Health Service under the Health Services Act 1988 (Vic) and exist to provide the types of health services most needed by the local community, with scaled fees to enable everyone to be able to afford quality healthcare.

BCH provides a comprehensive range of Primary Care services including:

* Allied health – physiotherapy, occupational therapy, podiatry, nutrition and dietetics
* Community nursing and support programs - home nursing, palliative care and continence clinic
* Child health and development - with specialised clinicians in physiotherapy, speech pathology, occupational therapy and nutrition/dietetics
* Young people’s services - including a dedicated clinic and specialised health and support services for young people
* Public dental service
* Exercise groups and social programs
* Healthy Communities Program supporting local projects and activities to change the causes of poor health
* Home Care Packages;
* A co-located general practice service in Point Lonsdale.

The health service receives most of its funding from the state and federal government, supplemented by client fees and grants received from other sources**.**

**Nurse Manager General Practice Services**

# POSITION Objective

This position will have operational responsibility for the effective service delivery of General Practice Nurse Management Services at the Portarlington campus of Bellarine Community Services. A key objective of this position is to oversee the provision of patient centred care through effective and efficient leadership, active participation and competent business practice. The Nurse Manager will ensure services are customer and quality focused and that staff are engaged in a culture of continuous improvement. The position will ensure the strategic intent, operational directions and plans as directed by the CEO are delivered within the organisations systems and practices.

**Position Specific Responsibilities**

* Provides strong and energetic leadership
* Act as a positive role model through readiness to share knowledge and experience and utilise coaching, mentoring and supervising skills
* At all times promotes interpersonal relationships that reinforce relationships of trust and respect.
* Identifies and challenges unsatisfactory behaviours and responds appropriately to support improved outcomes including formal coaching/performance management where required.
* Embraces and promotes positive change, dealing with stakeholder concerns at all levels.
* Facilitates the resolution of issues and/or conflict immediately with the people concerned in a respectful and professional manner.
* Develops people at all levels using personal qualities to maximise performance of these people
* Fulfils a leadership role in related clinical governance areas.
* Recognises the need for care of self and care teams and acts to promote the same.
* Responds to organisational compliments and complaints to ensure satisfactory outcomes.
* Communicate openly at all levels ensuring opportunities are available to all.
* Promotes strong results & orientation, managing for key outputs and effective use of influence
* Demonstrates a commitment to learning and provision of educational opportunities to nursing staff
* Ensures that the Portarlington campus Services complies with all statutory requirements of governing and regulatory bodies.
* Ensure that Portarlington campus Services are well positioned to meet the legislative, policy and funding changes
* Facilitates submissions for funding / service development in conjunction with EDAA and COO.
* Reviews and oversees incident reports related to Portarlington campus services to ensure that risk reduction strategies are operational.
* Provides analysis and provision of Portarlington campus reports as requested by EDAA and COO
* Promotes and maintains relationships with internal and external agencies.

**Key Selection Criteria**

**Essential**

Current registration with Australian Health Practitioner Regulation Agency (AHPRA ) – Registered Nurse licensed to practice in Victoria

1. **Nursing Capabilities**

Demonstrated ability to practice within the domains and competencies that make up the National Competency Standards for Registered Nurses:

* Professional Practice
* Critical thinking and analysis
* Provision and coordination of care
* Collaborative and therapeutic practice

1. **Leadership Capabilities**

THINKS CREATIVELY AND SOLVES PROBLEMS EFFECTIVELY

* Understands the work area’s direction and how it delivers its service
* Links own work to the health service’s work priorities
* Applies creative approaches to issues and problems.
* Shows judgement, intelligence and common-sense.

ACHIEVES RESULTS

* Responds to client needs and organizes resources
* Shares expertise and uses technology effectively
* Adapts to and implements change
* Delivers on intended results.

DEMONSTRATES PERSONAL DRIVE AND INTEGRITY

Demonstrates professionalism and acts ethically

* Engages with risk and shows personal courage and resilience
* Takes personal responsibility for meeting objectives and progressing work
* Demonstrates self-awareness and a commitment to personal development.

COMMUNICATES EFFECTIVELY

* Communicates clearly
* Listens, understands and adapts to the audience
* Negotiates effectively.

WORKS PRODUCTIVELY WITH OTHERS

* Builds internal and external relationships
* Values individual differences and diversity
* Works co-operatively
* Guides people

**Immunisation Status:**

You are **required** to have the following vaccinations: Hepatitis B, MMR, Pertussis and Varicella.

*Influenza is recommended*

**Desired**

Tertiary Qualification in Nursing and Health Management

**Remuneration**

The remuneration package is based on the following classification

|  |  |
| --- | --- |
| Classification | YW7 –YW8  Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2016-2020 |

Other Benefits Include:

* Salary packaging
* Super 9.5%

**How to Apply**

Applications should include a:

1. Covering Letter with a statement addressing the Key Selection Criteria (no more than 2 pages long please),
2. Current CV
3. Completed Application Form (available on the HRS web site).

Applications can be lodged online via the HRS web site or by email at: [hrsa@hrsa.com.au](mailto:hrsa@hrsa.com.au)

**Applications Close: 9 December 2018**

**Further Information**

Jo Lowday

Director

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