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|  | **Position Description**  **Nurse Manager GP Services – Portarlington** | |
| **Bellarine Community Health – Strategic Directions 2018 -2022**  **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. | | |
| **Position Information** | | |
| **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. |
| **Reports to:**  **Direct reports:** | | Executive Director Adult & Aged (EDAA) |
| **Program** | | Private General Practice Service |
| **Location:** | | Portarlington |
| **Award:** | | Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2016-2020 |
| **Remuneration and benefits:** | | Salary commensurate with experience and qualifications.  Access to excellent salary packaging provisions. Employer Superannuation of 9.5%  Employee Health and Wellbeing Program |
| **Mandatory Requirements:** | | Bellarine Community Health expects all applicants to present evidence of the following:   * Current Working With Children’s check * Current Police Check (within 12 months from date of application). * A current Victorian Drivers License. |
| **Organisational Requirements** | | |
| **Occupational Health and Safety (OH&S)** | | * Take reasonable care for your own safety and the safety of others who may be affected by your actions or omissions. * Co-operate with any actions taken by BCH to comply with the OH&S Act 2004 and attendant regulations. * Not intentionally or recklessly interfere with or misuse anything provided at your place of work in the interests of health, safety and welfare. * Report hazards, injuries and incidents |
| **Health Promotion** | | Support and contribute to the activities and projects outlined within the BCH Integrated Health Promotion Plan, as required. Implement a health promoting practice approach to service delivery that addresses the social determinants of health |
| **Wellness, Reablement and Restorative Approach (WRR)** | | Work in partnership with our clients and carers to maximise their independence and autonomy by implementing a wellness, reablement and restorative approach to assessment, service delivery and planning. Actively seek opportunities to enable clients, carers and the community to:   * build on their strengths and goals to promote independence in daily living tasks and actively participate in the community. (Wellness) * engage in short-term interventions to adapt to functional loss or to regain confidence and capacity. (Reablement/Restorative care) * provide a voice in the management of their own health and wellness. |
| **Strategy and Planning** | | Participate in planning processes, including program, team and individual to ensure alignment to the BCH strategic plan |
| **Continuous Quality Improvement** | | Adopt and promote a culture of Continuous Quality Improvement (CQI). Contribute to the accreditation process, including identifying, developing, implementing and evaluating quality improvement activities |
| **Consumer engagement** | | Seek and facilitate consumer and community participation to ensure the healthcare we deliver is safe, high quality and meets the needs and preferences of the people we serve |
| **Risk Management** | | Comply with BCH Risk Management system and relevant legislation. Actively contribute to creating an organisational culture that promotes risk identification and mitigation. |
| **Equal Opportunity** | | BCH is an Equal Opportunity Employer and diversity in the workforce is valued and encouraged. |
| **Child safety** | | BCH is committed to protect children and reduce any opportunities for abuse or harm to occur. |
| **Position Specific Responsibilities** | | |
| **Position Specific**   * 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 Performance Indicators** | | |
| * An advanced understanding and familiarity with National, AGPAL and Community Care accreditation standards and the relationship to the business of the health service. * Ability to relate these concepts and the quality framework to business operations. * Experience and proficiency in Health compliance, and reporting requirements * Excellent Interpersonal, communication skills, Organisational and problem solving skills * Advanced leadership ability * Time management and decision making skills * Experience and proven ability in performance analysis * Proven experience in managing budgets and maintaining financial viability | | |
| **Key Selection Criteria and Skills/Attributes** | | |
| **Essential** | | Current registration with Australian Health Practitioner Regulation Agency (AHPRA ) – Registered Nurse licensed to practice in Victoria  **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   **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* |
| **Desirable** | | Experience working in general practice  Tertiary Qualification in Health Management |
| **Acceptance Details** | | |
| **Name of staff member:** | |  |
| **Signature of staff member:** | |  |
| **Date:** | |  |
| **Exec Managers signature:** | |  |
| **Date:** | |  |

**For more information about Bellarine Community Health visit our web-site:** [**www.bch.org.au**](http://www.bch.org.au/)