



Position Description

(General Staff PD)

Award or EBA:	Nurses and Midwives
Classification/Grade:	Grade 3B Y2
Directorate:	Allied Health and Community Development
Reports to:	Wellbeing and Advisory Team Leader
Direct Reports:	None

Our vision is ensuring the health and wellbeing of our community.

Our values are:

Persistence	Integrity	Compassion	Respect	Responsiveness
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Role Description

This position contributes to the success of DPV Health by operating as a Paediatric Asthma Educator within the Community Asthma Program (CAP).

To work as part of the CAP Team based at DPV Health with in a client centred framework providing individualised Paediatric Asthma Education and Support to children and their families.

CAP operates within a multidisciplinary team to deliver quality, innovative client directed outcomes, supporting carers and stakeholders, as required to decrease hospital presentations and increase quality of life.

Roles Key Accountabilities

Service Delivery

- Accept referrals for Asthma Education and support from the acute and community health sector, GP's, Health professionals and self-referrals.
- Conduct initial asthma assessment sessions, education sessions and reviews sessions delivered using a clinic based or outreach approach with standard assessment tools, phone contact reviews and or telehealth sessions.
- Conduct group asthma education sessions as required.
- Identification of significant others in family/ child's life who require education and support on Asthma Education. i.e.: Child Carers, Teachers, Grandparents, extended family, sporting coaches
- Initiate and/or facilitate the production of individual client care plans and goal setting with clients, families and GP's where appropriate.
- Find and link a GP with a patient if necessary and appropriate.
- Propose and implement strategies in Health Education/Promotion/ Self-Management and Treatment
- Liaise and implement best practise asthma education and management approaches in conjunction with GP, Specialists, and Community Health other health care professionals.
- Coordinate a broad range of community services to provide health and psychosocial support to clients and families, including counselling and other needed services.

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- Undertake outreach community development work with families who have special needs such as those from culturally and diverse communities, from low socio-economic backgrounds, or with mental health needs.
- Meet individual KPI's and targets aligned with the position.

Reporting, System and Analytics

- Actively use and promote the use of DPV Health systems such as TRAK, eCase, VHIMS, MyBookings, ESS, e3, Gemba, Trim and others

Financials, Budgets, Target, Funding

- Identify opportunities to enhance the financial sustainability of CAP
- Ensure that all financial transactions are undertaken in line with approved DVP Health policy and delegations
- Achieve targets as per program guidelines and individual work plan KPI's

Culture, Engagement, Diversity – People Experience

- Demonstrates behaviours aligned with DPV Health Values and Code of Conduct
- Participate in regular supervision, annual work plans and annual performance reviews
- Actively participate in all required training, inductions and development
- Actively participate in and attend organisationally required meetings in a positive constructive manner. Offering balanced views and seeking solutions
- Actively supports and demonstrates inclusive behaviour with a zero tolerance for any bullying, harassment and inappropriate conduct

Health and Safety

Take reasonable care to ensure no risk of harm to self and others in the workplace. This includes immediately reporting any incidents, near miss, hazards and injuries.

- Comply with relevant Occupational Health and Safety laws, standards, safe work practices, policies and procedures and attend all safety initiatives, improvements & training.
- Demonstrate safe work behaviours and conducting work in accordance with our safety management system.

Risk Management and Compliance – Quality and Accreditation

- Ensure documentation supports both quality and department standards
- Actively identify, monitor and manage areas of key risk and lead appropriate escalation and response
- Actively monitor and improve the quality and safety of their care and services
- Identify risks as they emerge and proactively address new and known risks.
- Commitment to partnering with clients to facilitate effective engagement and participation.

This position description contains the key roles and responsibilities and associated performance indicators for this position. The above list is not intended to be complete. Other tasks may be assigned from time to time to meet the needs of the organisation. Specific actions and objectives of this role will be outlined through the goal setting and review process.

DPV Health Requirements

- Current Victorian Drivers Licence
- Disability Worker Exclusion Check
- Travel between sites is required
- Valid Working With Children Check
- Satisfactory Policy Check

Authority

The occupant of this position has authority as per the delegation manual.

Key Selection Criteria

Qualifications

- Current Registration as a Registered Nurse Division 1 and a current member of APHRA
- Asthma Educators Course completion preferred prior to position commencement
- Clinical Paediatric experience preferred
- Minimum of 5 years' experience in the health sector, preferably in community health or a community based setting

Experience & Skills

Service Delivery

- Current Registration as a Registered Nurse Division 1 and an current member of APHRA
- Well-developed clinical skills and demonstrated ability to support a coordinated approach by working with a range of stakeholders to improve health outcomes as agreed with client, and/or health education groups
- Experience in planning, implementing and evaluating innovative, evidence based, clinical services

Communication and interpersonal approach

- Excellent communication skills including an ability to work within an inter-professional framework and collegiate manner
- Excellent written and verbal communication skills.
- Sensitivity to issues related to the provision of services in a community of high cultural diversity
- Ability to present complex information in an easily understood and accessible format

Client Focussed

- Ability to deliver results and meet and exceed your client expectations.
- Excellent at developing, establishing and sustaining interpersonal relationships.
- Builds client relationships and builds a culture where best for the client guides decision making.

Industry

- Knowledge of community support services
- Knowledge of Client Directed Care principles and frameworks

- Ability to work independently and respond to a changing work environment

Quality, process improvement and innovation

- Uses initiative in identifying continuous quality improvement opportunities
- Commitment to maintaining a high standard and quality of work and ethics

Self-motivated

- Solution orientated and creative thinker
- Ability to work independently and meet agreed timelines as well as a contributing to a team work approach.

Employee Acknowledgement

I, _____, acknowledge I have read and understood this position descriptions and the requirements of my role.

Signature _____ **Date** _____