



**POSITION TITLE: PROGRAM COORDINATOR (WWFPP)**

<b>Position Title</b>	Program Coordinator (WWFPP)	<b>Program / Funding Stream</b>	ANFPP
<b>Position Classification</b>	Nurse Level 4	<b>Finance Funding Code</b>	DOC55
<b>Reports To</b>	Senior Medical Officer	<b>Direct Reports</b>	Family Home Visitors Community Family Partnership Workers Administration Support Officer
<b>Program / Role Description</b>	<p>The Wurli-Wurlinjang Family Partnership Program (WWFPP) is a collaboration between the Australian Nurse Family Partnership Program (ANFPP) National Program Centre and the Commonwealth Department of Health and us, Wurli (the implementing organisation). ANFPP is an evidence-based home visiting program with a focus on early intervention and prevention of physical and emotional risk and issues for women pregnant with an Aboriginal and /or Torres Strait Islander baby. The program is voluntary for all eligible women and involves home visits during pregnancy until the child's second birthday.</p> <p>The WWFPP Program Coordinator is responsible for the planning, implementation, establishment, delivery, monitoring review and reporting of the Australian Nurse-Family Partnership Program for Wurli. This position will be accountable for ensuring that the essential elements of the ANFPP are followed and the fidelity of the program is maintained. The position will work with the WWFPP team to provide culturally appropriate services are designed and delivered in accordance with the ANFPP program model and program agreement and will be responsible for management of the WWFPP service team in accordance with policies, procedures, standards, contracts and legislation.</p>		
<b>Qualifications</b>	<b>Essential:</b> Bachelor of Nursing		
	<b>Desired:</b> Masters of Nursing		
<b>Experience</b>	<b>Essential:</b> Previous experience in supervisory/leadership positions		

	<b>Desired:</b> Previous experience with the ANFPP program / model and more than five years' experience Clinical Nursing Practice.
<b>Prerequisites</b>	AHPRA Registration (Nurse) National Police Records Check and Working with Children's Clearance Current Northern Territory Driver's License
<b>Key Result Area</b>	<b>Responsibilities / Activities</b>
<b>SERVICE DELIVERY</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Planning, development and delivery of the Wurli Wurlinjang Family Partnership Program (WWFPP)</li> <li><input type="checkbox"/> Manage the operational components of the WWFPP in line with Wurli policies, procedures, standards, legislation, quality assurance framework and program funding agreement, in conjunction with the designated program manager</li> <li><input type="checkbox"/> Ensure the WWFPP service team are providing appropriate care in accordance with program specifications</li> <li><input type="checkbox"/> Build and maintains relationships based on trust, support and growth within the WWFPP team colleagues and community members</li> <li><input type="checkbox"/> Ensures culturally safe home visits to women who are eligible for the WWFPP and their families</li> <li><input type="checkbox"/> Works with WWFPP team members to enhance the team's capacity to remain culturally safe in all aspects of WWFPP work</li> <li><input type="checkbox"/> Actively participates in Program education and acquires the knowledge and skills to implement the Program successfully and keeps up to date with information on a local, state or national level that may impact delivery of Program content</li> <li><input type="checkbox"/> Works collaboratively with teams and uses Reflective Practice in supervision to improve skills in delivering care in line with the Program model</li> <li><input type="checkbox"/> Arrange and assist in the development of a health education resource kit to support home visiting</li> <li><input type="checkbox"/> May carry a case load of up to 5 clients in addition to the supervisory duties</li> </ul>
	<b>Standard Measure</b>
	<ul style="list-style-type: none"> <li>• Services delivered meets the stated objectives in accordance with the funding agreement, Wurli's Continuous Quality Improvement Program and related policies and procedures:- <ul style="list-style-type: none"> <li>○ WWFPP / ANFPP Program planning and implementation (planning, commencement and quality phase)</li> <li>○ Successful linking to other internal Wurli program areas</li> <li>○ Successful linking to relevant external Wurli program areas</li> </ul> </li> <li>• Ensures professional currency including registration and other credentialing requirements.</li> <li>• Services are delivered in a culturally safe manner.</li> <li>• Case load established and built up to allowable limits.</li> </ul>

<p><b>PROGRAM DEVELOPMENT, NETWORKING &amp; LIAISON</b></p>	<ul style="list-style-type: none"> <li>❑ Forms a link with the National Program Centre and maintains up to date knowledge of all aspects of the ANFPP in the Australian context</li> <li>❑ Takes the lead role in rolling out the WWFPP in the Katherine Community, including recruitment and education of other team members</li> <li>❑ Links with all the community organisations and individuals who have an interest and role in the outcomes of the WWFPP</li> <li>❑ Is integral in the establishment of a community reference group to inform the program of community perspectives and needs</li> <li>❑ Participate in the regular monitoring and evaluation of the program and attendance and participation in Wurli coordinator meeting cycles</li> </ul>	<ul style="list-style-type: none"> <li>● WWFPP/ ANFPP program adherence and maintenance of program fidelity and engagement with key stakeholders</li> <li>● Active involvement and contribution to networking, advocacy, monitoring and evaluation of the program</li> <li>● Engagement of other team members</li> </ul>
<p><b>HUMAN RESOURCES</b></p>	<ul style="list-style-type: none"> <li>❑ Lead and manage the WWFPP service team to work effectively and deliver within the program requirements</li> <li>❑ Management of the programs human resources in accordance with Wurli policies and procedures and the delegations framework of Wurli, including but not limited to: - leave approval, hours of work, payroll authorisation, absence, under performance etc.</li> <li>❑ Provide assistance with recruitment, selection and induction of staff</li> <li>❑ Supervision and performance management of the WWFPP service team</li> <li>❑ Ensure the completion of all training and professional development requirements for staff</li> <li>❑ Ensure staff participate in an annual performance appraisal and develop an individual annual professional development / training plan and work plan</li> </ul>	<ul style="list-style-type: none"> <li>● Co-operative and professional working relationships are developed and maintained</li> <li>● Delegated Human Resource functions are completed in accordance with time frames and standards</li> <li>● Proactive approach in management of staff request, grievances, disputes and performance</li> </ul>
<p><b>ADMINISTRATION &amp; REPORTING</b></p>	<ul style="list-style-type: none"> <li>❑ Maintains accurate client service data, timely input of the data into the Data Collection system and participates in team driven regular review and analysis of data reports to ensure Continuing Quality Improvement (CQI)</li> <li>❑ Contributes to maintaining accurate client service data, its timely input in the Data collection system and team driven Continuous Quality Improvements activities using the ANFPP National Quality Framework</li> </ul>	<ul style="list-style-type: none"> <li>● All administrative functions are actively undertaken, accurate and timely <ul style="list-style-type: none"> <li>○ Client / program records</li> <li>○ Program Reporting / quality assurance</li> <li>○ Finance administration</li> <li>○ Human Resource administration</li> </ul> </li> </ul>

	<p>Complete all associated administrative functions such as, finance, HR, risk assessment and asset management procedures in a timely fashion in accordance with Wurli procedures and standards</p> <p>Complete all program reporting requirements to standard as required and within the required time frames</p>	<ul style="list-style-type: none"> <li>○ Risk Management and WH&amp;S administration</li> </ul>
<b>WORKPLACE HEALTH &amp; SAFETY</b>	<p>Ensure your personal health and safety, and that of others in the workplace</p> <p>Comply with any reasonable directions (such as safe work procedures, wearing personal protective equipment) given by management for health and safety</p> <p>Promote and deliver in accordance with Wurli's risk management framework</p> <p>Report all accidents, incidents, near misses and hazards immediately</p> <p>Respond in line with risk management, incident management, reporting and escalation requirements in times of a crisis, emergency or following a complaint</p> <p>Actively contributes to the Risk Mitigation strategies at Wurli and undertakes risk assessments across the program and delivery as required</p>	<ul style="list-style-type: none"> <li>● Adheres to Risk Management and WH&amp;S Policy and Procedures at all times</li> </ul>
<b>CORPORATE IDENTITY</b>	<p>Drive and lead the service culture in line with Wurli vision and values.</p> <p>Drive and lead the ANFPP model within Wurli</p> <p>Act as a role model for staff and clients</p> <p>Maintain professional networks that allow for good service delivery and continuity of care for patients</p> <p>Act in accordance with Wurli's Code of Conduct</p>	<ul style="list-style-type: none"> <li>● Leads by example and promotes Wurli's Values and image of the organisation and program.</li> <li>● Acts in a professional manner and maintains the reputation of the organisation and profession / service</li> </ul>
<b>Personal Characteristics / Qualities</b>		<b>Job Competencies (Skills and Knowledge)</b>
<ul style="list-style-type: none"> <li>● Collaborative: Exceptional ability to collaborate, communicate, and execute outcomes across functions and all levels of employees and stakeholders; Encourages and cooperates with others to achieve common goals</li> </ul>		<ul style="list-style-type: none"> <li>● Willingness to work within Wurli's values and vision and adhere to quality improvement practices, policies and procedures</li> <li>● Willingness to work within ANFPP framework, model and philosophy</li> </ul>

<ul style="list-style-type: none"> <li>• Innovative: Generates options and ideas ; finds ways to work better and smarter</li> <li>• Analytical: Collects, organises and applies information relevant to specific needs and outcomes</li> <li>• Service –user focused: Committed to and acts for well-being of internal and external service users, ensures needs of service users remain key focus</li> <li>• An ability to appropriately deal with pressure and maintain composure and effective communication when engaging with women and children in crisis.</li> <li>• Excellent organizational and time management skills</li> <li>• High level of discretion and sound judgment,</li> <li>• None judgmental and compassionate</li> <li>• Ability to work outside of a completely medical model of service provision</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrated knowledge and understanding of Indigenous societies and culture, including issues effecting Indigenous people in contemporary Australian Society and knowledge of Katherine and surrounding communities</li> <li>• A demonstrated ability and commitment to supervise, lead and manage a small team</li> <li>• Demonstrated ability and to manage a high quality service including service evaluation and development, program planning, and program policy and procedures.</li> <li>• High level communication skills and a demonstrated willingness and ability to represent the organisation externally, including managing and developing essential stakeholder relationships and partnerships.</li> <li>• A capacity to assess and make timely and appropriate decisions on the provision of information with regard to organisational authority, delegations and decision making</li> <li>• Computer skills including the ability to use MS Office Suite, MS Outlook or equivalent.</li> <li>• Excellent written, communication and listening skills</li> </ul>
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