

# Job Description and Duty Statement

<b>Position Title</b>	Chronic Conditions Care Coordinator – <b>West Kimberley</b>
Organisation	Boab Health Services Ltd
Status of employment	Part Time (flexible hours)
Hours of employment	Up to 0.6 FTE (45 hours per fortnight)
Reports to	Allied Health Team Leader(s)
Salary	Pro-rata based on \$87,829 - \$102,813 per annum (1 FTE) Salary commensurate with skills and experience
Location	Broome

## Entitlements

- 6 weeks Annual Leave (pro-rata)
- \$5,200 District Allowance (pro-rata)
- Generous support with Professional Development
- Ability to Salary Package

## About Boab Health

Boab Health Services Ltd is a not-for-profit primary health care organisation servicing the Kimberley region of Western Australia. Services include allied health, mental health, and the Integrated Team Care (ITC) program. Boab Health Services delivers these services from centres in Broome and Kununurra with outreach to the wider communities in the Kimberley. For further information about the services we provide visit our website [www.boabhealth.com.au](http://www.boabhealth.com.au)

## Position Details:

The Chronic Conditions Care Coordinator (CCCC) works as part of the Allied Health team to provide person-centred, evidence-based care coordination and support to clients with one or more chronic condition with the aim to improve management of their chronic condition/s.

### The aims of the Chronic Conditions Care Coordinator position include:

- To support clients who have a complex chronic condition to better understand and self-manage their condition leading to better health outcomes.
- To ensure clients who are most at risk of deterioration or hospitalisation due to their chronic condition are linked into appropriate services in the community including assisting clients to address barriers to accessing services.
- To foster client engagement with General Practice or other primary care provider
- To support the work of the wider Boab Health team in providing a holistic and comprehensive approach to chronic disease management for clients.
- To work with the acute and community sectors to develop clear and effective referral pathways

The Chronic Conditions Care Coordinator activities may include:

- Undertaking intake and assessment of clients using approved tools to determine the client's individual needs.
- Supporting clients to understand and follow their GP Management Plan
- Providing health education to increase health literacy for client's and their families/ carers.
  
- Assisting clients to make and attend health appointments as needed for the management of their chronic condition and other health needs.
- Assisting clients to set and work towards health goals.
- Linking eligible clients in with the Integrated Team Care (ITC) program, other programs, and specific clinical services as needed
- Involving clients' family or carer/s as appropriate
- Utilise the client management system for recording client outcomes and actions in accordance with documentation and reporting requirements.
- Monitoring clients progress including use of approved patient outcomes tools and feeding this back to the primary care provider.
- Any reasonable additional duties in keeping with qualifications and capability as directed by Management.

## Job Description

The CCCC will work collaboratively with client's general practitioners, Boab Health Services Allied Health Team and a broad range of other relevant services to facilitate provision of appropriate multidisciplinary care and support for clients/families living with a chronic condition. This position will play a key role in working with clients on intake into Boab Health to identify their needs and how to best support them to achieve improved health outcomes. This includes supporting clients to follow their GP Management Plan, providing health education and assisting clients to access and attend health appointments.

The role will also work in building and strengthening partnerships at a local level across acute to community sectors to facilitate stronger referral pathways within the region for chronic conditions management.

The role will work closely with other members of Boab's Allied Health team, Integrated Team Care team, and Mental Health team to identify and support clients with complex chronic conditions needing care coordination support.

All staff members working at Boab Health are expected to conduct work activities consistent with relevant health and safety legislation and contemporary best practice. **New employees are expected to undertake a National Police Clearance check prior to employment, a Working with Children Check for Western Australia and to provide evidence of at least 3 COVID 19 vaccinations unless medically exempt.**

All staff have a shared responsibility to contribute to the effective management of quality, safety and risk and all staff share the authority and responsibility to identify non-conformances and possible improvements and record these instances in order for corrective or improvement action to be taken.

Staff members are to deliver programs with respect to the environment and in accordance with current practices for efficient resource utilization and waste management principles.

Staff members are to conduct all patient/consumer interventions, training, and educational activities with respect to the culture and heritage of the individual, group, or stakeholder.

## Selection Criteria

### **Essential:**

1. Allied Health, Nursing or Aboriginal Health Worker Qualifications along with relevant AHPRA registration (if required) and membership with a discipline specific professional body or a willingness to gain membership upon appointment.
2. Good understanding and knowledge of chronic disease self-management, including contributing factors and preventative approaches.
3. Highly developed interpersonal and written skills, including the ability to liaise effectively with General Practitioners and other health professionals.
4. Strong organisational skills and an ability to set priorities and plan and act to achieve desired outcomes within specified timeframes.
5. Understanding of the acute and community interface and support services commonly used for clients with a chronic disease.
6. Sound understanding and knowledge of primary health care.
7. Demonstrated ability to follow defined service quality standards, workplace health and safety policies and procedures relating to the work being undertaken to ensure high quality safe services and workplaces.
8. Experience with data collection and electronic patient record systems.
9. Current WA drivers' Licence

### **Desirable:**

1. Previous experience in care coordination
2. Completion of the Flinders University Partners in Health Training.
3. Experience providing culturally safe practice

## **Further Information**

For further information, please contact either:

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Executive Manager Clinical Services

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or

### **Sarah Luowici**

Exercise Physiologist and Allied Health Team Leader

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***Boab Health is an Equal Opportunity Employer who values and encourages diversity within its workforce and ensures a smoke free environment for its staff.***