

POSITION DESCRIPTION

ROLE TITLE	Arthritis Nurse Educator
REPORTING TO	Chief Executive Officer (CEO)
DIRECT REPORTS	Nil
EMPLOYMENT STATUS	Full time/ Part time
INDUSTRIAL INSTRUMENT	Award
AWARD (if applicable)	Social, Community, Home Care and Disability Services Industry Award
AWARD CLASSIFICATION	Social and Community Services Employee
AWARD LEVEL	Level / Pay Point 4.1
ROLE PROFILE	
<p>The Nurse Educator is responsible for the delivery of a high quality, evidenced based information and support service to people living with, or caring for someone, with arthritis and other musculoskeletal conditions. The position will also be responsible for maintaining relevant, evidenced based information resources for use by consumers and the AFSA Health Services Team in delivery of education programs.</p>	
KEY RESPONSIBILITIES	
<p>Strategic Growth Work closely with Health Services and Corporates Services to develop and implement strategies to grow and sustain the Arthritis Foundation of South Australia (AFSA) in accordance with its stated mission.</p>	
<p>Digital and Communications Work collaboratively with internal and external stakeholders (web designers, print house, digital consultants, CRM consultants) to contribute directly to the implementation and achievement of team goals and objectives.</p>	
<p>Budget and Financial Accountability Ensure effective planning, monitoring, delivery and reporting of program and project budgets.</p>	
<p>Compliance Adhere to all internal policies and governance requirements. Ensure that professional and sector benchmarks are maintained, and relevant legislative, ethical, and professional standards are met.</p>	

ROLE RESPONSIBILITIES

1. Consumer Engagement

- Provision of evidenced based, up to date information and support on musculoskeletal conditions and treatment for consumers and health professionals via the telephone, face-to-face, email and other online platforms.
- Provision of information and support to assist consumers to navigate health, disability and social services.
- Maintain information resources and update as necessary.
- Actively promote the Information Line to key stakeholders and the wider community.
- Support the delivery of community and health professional education and training as a member of the AFSA Health Services Team when required.

2. Business & Systems

- Actively engage in identification and support of organization growth and revenue improvement initiatives including grant preparation.
- Enhance and extend AFSA health sector and professional networks.
- Capture and processing of data and information as required by the organisation.
- Undertake monthly reporting of operational performance.
- Compliance with all organizational policies, procedures and standards.
- Identify opportunities to develop the Information Line service.

3. Performance Management, Improvement and Evaluation

- Contribute to annual team planning and monitoring.
- Participate in monthly performance monitoring metrics and key performance indicators.
- Identify opportunities for self and team capability improvement and development.
- Production of accurate reliable professional monthly and ad-hoc reports.
- Contribute to evaluation of Information Line service as required.

4. Leadership & People

- Support and contribute to overall clinical knowledge of the AFSA Health Services Team and key stakeholders.
- Maintain productive connections between staff, volunteers and management to facilitate sharing of relevant information.
- Promote a positive learning and sharing culture across AFSA.
- Compliance with all internal and external relevant professional standards and governance requirements.

ROLE RESPONSIBILITIES (cont'd)

5. Quality & Compliance

Key Result Areas (KRAs)

- Identify and manage risks to ensure AFSA is protected from tangible and intangible risks.
- Ensure compliance with all relevant legislative and internal policies and procedures and Standards and Codes relevant to AFSA.
- Protect the reputation of AFSA and adhere to AFSA values at all times.

KEY PERFORMANCE INDICATORS (KPIs)

The incumbent will be expected to enter into an annual performance agreement with their manager. Key Performance Indicators will be developed annually to align with strategic objective and annual business plans.

NOTE

The above key and position responsibilities are intended to describe the general nature and level of work being performed by incumbent(s) appointed to this role. They are not intended to be an exhaustive list of all responsibilities, duties and skills required to perform the role.

CORE EXPERIENCE & KNOWLEDGE

Essential:

- Demonstrated knowledge and experience in the provision of support and information for consumers with a chronic condition.
- Minimum 3 years post graduate nursing experience.
- Current APHRA registration as a registered nurse.
- Demonstrated knowledge and experience in chronic illness management.
- Effective understanding of primary and tertiary health care in South Australia.
- Ability to work effectively both independently and as part of a team with a flexible positive attitude.
- Advanced verbal and written communication skills.
- Effective time management and organisational skills.
- Highly self- motivated and positive flexible attitude.

CORE EXPERIENCE & KNOWLEDGE (cont'd)

Desirable:

- Experience in delivering telephone advice and support to consumers with a chronic health condition.
- Qualification and/or experience in Rheumatology
- Contemporary knowledge of the prevention, diagnosis and treatment of arthritis and other musculoskeletal conditions.
- High levels of digital literacy.
- Practical experience in education delivery.
- Experience in the development and production of information resources.
- Supervision of nursing students.
- Experience working in a multi-disciplinary team
- Experience of working within a community health, primary care or health promotion setting.

QUALIFICATIONS	
Essential: <ul style="list-style-type: none">• Relevant qualification as a registered nurse Desirable:	
OTHER REQUIREMENTS	
<ul style="list-style-type: none">• General Employment Probity Check• Department Human Services clearances (eg.working with children, vulnerable persons, etc) may also be required, subject role requirements.• Some out-of-hours' work, (including weekend, evening and non-rostered days) will be required• Current South Australian driver's license (full and unencumbered).• A registered, roadworthy vehicle in sound mechanical condition (regularly serviced) with comprehensive insurance.	
WORKING CONDITIONS	
<ul style="list-style-type: none">• Six month probation period• Remuneration and terms of conditions of employment aligned to the Social, Community Home Care and Disability Services Industry Award 2010• Salary packaging with associated not-for-profit tax benefits available for full and part time employees.	
DATE OF LAST REVIEW	August 2022