



West Wimmera Health Service Position Description

Position:	Cancer Support Co-ordinator
Location:	Based at Nhill but may be required to work across all sites as mutually agreed upon
Reporting to:	Clinical Manager Community Nursing
Division:	Community Health
Award:	Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2020-2024; or Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2026
Level:	Dependent on level of qualification/experience as per relevant Award

Overview of West Wimmera Health Service

Our community is the heart of West Wimmera Health Service (WWHS). We are committed to delivering the highest quality health services and ensuring our services meet the needs of our population.

We deliver services across a 22,000 square kilometer region, which is home to nine rural townships including Nhill, Goroke, Jeparit, Kaniva, Rainbow, Natimuk, Minyip, Murtoa and Rupanyup.

Our Purpose – Great care, every person, every time.

Our Strategic Goals

Our people – Inclusive, Respectful, Productive

To be a great place to work where everyone contributes and everyone belongs.

Our Care - Safe, Effective, Innovative

To fully embrace new technologies and processes that 2 enable world class rural healthcare.

Our Community - Connected, Informed, Healthy

To be fully engaged with the communities we serve, supporting people to live longer, healthier and happier lives.

Our Future - Environmentally Responsible, Economically Secure

To maintain financial sustainability and develop an Environment, Social and Governance (ESG) strategy to align 4 the service's operations with established ESG principles.

Our Values



TOTAL CARE

Delivering care that is safe, effective and person-centred, always.



SAFETY

Providing a safe workplace and services free from avoidable harm.



UNITY

Working well together in a great place to work.



ACCOUNTABILITY

Doing the right thing by our stakeholders and ourselves.



INNOVATION

Using our imagination - if there's a better way we will find it.

West Wimmera Health Service acknowledges the Wotjobaluk, Jaadwa, Jadawajali, Wergaia and Jupagalk Nations as Traditional Owners of country and pay our respects to Elders past and present.

We celebrate, value and include people of all backgrounds, genders, sexualities, cultures, bodies and abilities.

Position Relationships:

Key Internal Relationships	Key External Relationships
<ul style="list-style-type: none">• Employees• Managers/Executive Directors• Education Department	<ul style="list-style-type: none">• Cancer clients• Support person• Carers• Cancer specialists and consultants• Cancer support organisations• Local Government• Community members

Position Overview:

To provide supportive care to cancer clients, their families and community through the diagnosis, treatment and remission phases.

Provide education and support to relevant West Wimmera Health Service employees and community members relevant to this speciality.

Key responsibilities:

- To support the organisation to deliver quality cancer support services.
- To strengthen the relationship between the health service, key stakeholders, and various cancer support organisations.
- Support clients and carers/ support persons affected by cancer at the diagnosis, during and after active treatment and navigating their health and emotional needs.
- To strengthen relationships with clients to enhance the recognition and accessibility of the service regarding cancer support.
- Help coordinate service improvements related to cancer support, including being involved with ongoing development and implementation of the skin cancer check clinics run throughout the West Wimmera Health Service catchment.

Statement of duties:

Professional Practice:

- Registered Nurse or Allied Health professional with APHRA registration.
- Ensure familiarity with the expected standards of performance in the role and actively contribute to own personal development.
- Maintain a good working knowledge of and adherence to standards and legislation relevant to the role (such as Child Safe Standards, Aged Care Act etc.) and actively promote compliance to any such standards and legislation.
- Comply with all relevant WWHS policies and procedures and any program specific guidelines.
- Attend all required staff meetings and trainings.
- Work in accordance with West Wimmera Health Service’s Code of Conduct and demonstrate commitment to the Service’s core values.
- Recognise, respond and escalate changes in the patient’s condition.

Quality, Safety and Risk Management:

- Ensure you are aware of the West Wimmera Health Service's emergency procedures.
- Ensure compliance at all times, with mandatory education competencies completed by the due date in accordance with WWHS policies and protocols.
- Ensure and take all reasonable care for your personal safety and the safety of patients, consumers, volunteers and colleagues.
- Participate in relevant quality improvement activities as directed by the Management.
- Actively participate in relevant accreditation processes.
- Identify and report relevant risks including those relating to human resource management, workplace culture and industrial relations and actively work other staff as appropriate to effectively manage such risks.

Communication:

- Maintain a professional and friendly approach in all interpersonal communication with patients, consumers, volunteers and colleagues.
- Ensure effective and open lines of communication with other Community Care Team members, customers, volunteers) and WWHS management staff.
- Maintain confidentiality as per West Wimmera Health Service Policy and in accordance with relevant privacy and health records legislation.
- Demonstrated capacity to effectively give and receive constructive feedback and/or criticism.
- Demonstrated capacity to effectively manage conflict at a personal level and to appropriately escalate matters beyond a personal level.
- Establish, develop and maintain trust and confidence with line managers and direct reports.
- Work effectively consistent with policies and procedures to and agreed performance and behavioural expectations.

Key Selection Criteria:**Essential:**

1. Registered Nurse or Allied Health Professional with APHRA registration, minimum 3 years' experience.
2. Effective communication and organisational skills.
3. Demonstrated ability to work effectively, both independently and as part of a multi-disciplinary health team and in collaboration with groups and individuals.
4. Excellent interpersonal skills, particularly the ability to respond to the client in a sensitive manner and adhere to issues of confidentiality.
5. Sound written and computer skills including the ability to develop quality reports within designated time frames.
6. Competence in using computer programs including Microsoft Office Software, Excel, Outlook and other databases relevant to the practice area.

Desirable:

1. Currently hold, or be working towards Graduate Certificate in Cancer Nursing
2. Previous experience working in cancer support/palliative care
3. Member of Cancer Nurses Society of Australia (CNSA)

Pre Requisites:

1. NDIS Worker Screening Clearance
2. Working with Children Check
3. Fully vaccinated for COVID-19 as per current Department of Health Directive
4. Flu Vaccination
5. Australian Driver's Licence

Internal Direct Reports:

Nil

External Direct Reports:

Nil

Appraisal:

- Initial appraisal – 3 months after appointment
- Thereafter – 12 monthly.

Certification:

We hereby agree that the details contained in this document are an accurate statement of the primary requirements of the position.

Authorised By:	
Name:	
Signature:	Date:

Position Incumbent Name:	
Signature:	Date: