

Position Information Document

Health Care Centre Manager

Cross Campus

Context

As a Catholic college in the Marist tradition, Sacred Heart College is “a centre of learning, of life, and of evangelising.” Marist schools lead their students and staff “to learn to know, to be competent, to live together and most especially to grow as persons” (Institute of Marist Brothers of the Schools, 1998, [126]).

The Health Care Centre Manager, together with all other College Nurses, is the frontline responder to any emergencies or health concerns within the College community. The Health Care Centre Manager will manage and implement correct protocols and will be accountable for the health, safety and resource allocation to support College objectives. The Health Care Centre Manager will be responsible for the coordination, administration and management of the College’s health service.

The Health Care Centre Manager will also work as a College Nurse providing care for the physical well-being of each student and primary health care to the students of our community in line with the College’s ethos and values. A College Nurse acts as an advocate for student health and well-being and for their best health interests at all times.

Broad Purpose

The primary function of the Health Care Centre Manager is to be responsible for the coordination, administration and management of the College’s health service and to facilitate providing primary health care to the students of our community.

The Health Care Centre Manager will:

- Understand, support and contribute to the Catholic dimension and values of the College;
- Undertake their role in a manner which is friendly, positive and supportive of others;
- Communicate with families, staff and students in a personable and supportive manner;
- Demonstrate commitment to maintaining confidentiality of personal records and information;
- Demonstrate a willingness to support change and progress throughout the College;
- Possess management or coordinating experience and be a positive and proactive leader of a small team of Registered Nurses and Education Support Officers (ESO);
- Possess experience, qualifications and relevant skills in the provision of quality health care;
- Be experienced in a similar role, and/or in a school or college environment; and
- Hold current registration as a nurse by the Nursing and Midwifery Board of Australia (AHPRA), including production of a current practicing certificate

Qualifications and Experience

Essential qualifications and experience

- Hold current registration as a Registered Nurse with AHPRA; and
- Hold a current South Australian Drivers Licence.

Desirable qualifications, skills and experience

- Experience working in a school or college environment;

- Sensitivity to students of all learning capacity, cultural diversity, and additional needs; and
- Experience with SEQTA, Reach and the Google Suite.

Personal attributes

- Understanding and support of the Catholic and Marist traditions, culture and ethos;
- Friendly, positive and supportive of others;
- Willingness to be flexible and adaptable;
- Ability to perform confidently under pressure and respond to difficult or unusual situations and complex tasks;
- Ability to interact professionally with all members of the school community and a willingness to manage a small team;
- A commitment to maintaining confidentiality of personal records and information; and
- A willingness to support progress or change.

Key Areas of Work

Management of the Health Care Centres

The Health Care Centre Manager will:

- Be primarily based at Marcellin Campus but will work at any Campus, often at short notice, according to the needs of the College;
- Be responsible for the coordination, administration and management of the College's Health Care Centres at both Champagnat and Marcellin Campuses;
- Manage the roster of staff at the College's Health Care Centres at both Campuses and redistribute staff (including themselves) to cover absences as required;
- Manage the casual pool of College Nurses and ESOs and contact casual College Nurses and ESOs to cover planned leave or short notice leave as required;
- In consultation with the Director of Business, contact Health Care Agencies and engage agency Registered Nurses as and when required;
- In consultation with the Director of Boarding, manage the provision of primary health care to the College's boarders;
- Manage all legislative, administrative and Work Health and Safety requirements of the Health Care Centres at both Campuses;
- Constantly review and improve where necessary the practices and policies of the Health Care Centres;
- Manage and perform administrative duties surrounding the work of the College's health care services and to ensure effective record keeping compliance is achieved; and
- Work actively as a College Nurse in providing care for the physical well-being of each student and primary health care to the students of our community.

First Aid

The Health Care Centre Manager will:

- Deliver First Aid to all students and staff at the College as required;
- Provide and maintain First Aid Kits at key areas throughout the College and Boarding Houses as required by WHS;
- Provide First Aid Kits for all sporting teams, excursions and camps, and coordinate the collection and return kits for restocking or at the end of the required period; and

- Maintain accurate records of all treatments, medication and First Aid provided, as well as complete incident reports as necessary in line with WHS requirements.

Boarders

The Health Care Centre Manager will:

- Oversee and support the health care of all boarders, including the safe dispensing and/or administering of medication;
- Arrange medical, dental, physiotherapy and other health care appointments as necessary with local or nominated health care providers and attend with the boarder at those appointments if required;
- Attend hospital emergency departments with boarders as required;
- Liaise with parents and Boarding House staff in the support of students and seek advice and assistance from other medical bodies where appropriate; and
- Maintain accurate and personal records for the health care of all boarders.

Vaccinations

The Health Care Centre Manager will:

- Arrange vaccinations for students and College staff, in line with legal requirements;
- Assist the local Councils with distribution and collection of forms, liaising with them as needed in regards to arrangements necessary for vaccinations; and
- Maintain accurate records of all correspondence and transactions.

Day to Day Duties

The Health Care Centre Manager will:

- Keep and maintain thorough and detailed records of all students who attend the Health Care Centres;
- Ensure parents and staff, such as Student Counsellors and Teachers, are aware of any relevant situations regarding the health and well-being of students;
- Liaise with relevant staff regarding perceived reckless or irresponsible student behaviour that may have or has caused injury or harm to themselves or others;
- In collaboration with other Health Care staff, review processes and procedures of the Health Care Centre; and
- Provide health-care advice to staff and students as needed, such as involvement on committees including but not limited to the WHS Committee.

General

The Health Care Centre Manager will perform any other duties in line with your current classification as required from time to time at the discretion of the Principal

Other certifications

The employee must acquire and maintain:

- current Working With Children Clearance to work in Catholic Education SA;
- current police clearance – with no financial convictions or disqualifications;
- approved Mandatory Notification training (Responding to Risks of Harm, Abuse and Neglect – Education and Care certificate);
- First Aid certificate or qualification (as applicable);

- currency of practice and relevant certifications or registration required for the safe and effective execution of the role; and
- awareness of, and compliance with, clearance and screening requirements for employees, volunteers and contractors.

Workplace health and safety

Workers have a responsibility to:

- take reasonable care for their own health and safety;
- take reasonable care to not adversely affect another person at work through acts or omissions;
- follow reasonable instructions given to ensure health and safety; and
- cooperate with reasonable policies and procedures made available to staff, which are designed to protect people at work.

In practical terms this means to:

- use appropriate equipment and safe work procedures designed to ensure health and safety;
- participate in training programmes as requested;
- report unsafe/unhealthy conditions (hazards) in their work environment;
- report incidents or near misses which have or could have caused injury; and
- become familiar with and follow the policies, procedures and information about WHS available to staff on CompliSpace.

Behavioural Expectations and Fair Treatment in the Workplace

Employees of Sacred Heart College are expected to:

- comply with the Code of Conduct for Staff Employed in Catholic Education SA;
- comply with legislation, policies, procedures and protocols regarding the non-acceptance of any unfair workplace treatment – discrimination, harassment and/or bullying; and
- report any concerns and/or ask questions or seek assistance regarding anything you are unsure about.

Performance review

All employees are required to proactively participate in the College's Performance Development Program including periodic review

Conditions of employment

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| Employer: | Sacred Heart College |
| Award: | South Australian Catholic Schools Enterprise Agreement 2020 |
| Category: | Other Professionals Stream |
| Classification: | Grade 6 |
| Prime location: | Marcellin Campus Somerton Park, but will be required to work at Champagnat Campus, Mitchell Park or any College site as needed. |

Reporting/working relationship

Line management from: Director of Business

References

Institute of Marist Brothers (1998). *In the Footsteps of Marcellin Champagnat: A vision for Marist education today*. Institute of the Marist Brothers of the Schools; Sydney, Australia.