



APPLICATION PACKAGE

DIABETES EDUCATOR

BUNBURY

March 2019

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ABOUT GP down south

GP down south is a not for profit, community organisation providing health and well being services throughout the Peel and South West regions of Western Australia. We have offices in Mandurah, Harvey, Eaton, Busselton, Manjimup and Collie.

More information about GP down south can be found on our website
www.gpdownsouth.com.au

APPLYING FOR THE POSITION

Thank you for your interest in applying for this position. The following information is to help you to prepare your application.

Eligibility

To be considered for the position, you need to show that you meet all the essential criteria. Before preparing your application, check the essential criteria described in the application package to make sure you are eligible to apply. If you have any questions about the criteria, give us a call.

Preparing Your Application

Once you are sure you have met all the essential selection criteria your next step is to prepare your application.

1. Covering Letter

Your covering letter should include details of the position you are applying for, together with any relevant information on your availability for an interview and advice regarding how we may contact you during office hours.

2. Resume/Curriculum Vitae

- Brief personal details – Name, Address, Phone Number etc.
- Provide a brief outline of your relevant work history beginning with your most recent position. Include starting and finishing dates, your position, and the types of tasks that were required in each job.
- Your education and training achievements. Include any that you are presently undertaking.

3. Addressing the Selection Criteria

When preparing your responses to the selection criteria we want you to demonstrate how your skills, training and experience show that you meet all the essential selection criteria. This should be limited to **three** A4 pages, no more.

4. Referees

- We want you to provide two referees who will comment on your previous experience, skills and knowledge in support of your application.



- Provide the names of your referees, their relationship to you (i.e. Manager, previous work colleague), work addresses and business hours phone number.
- Please let us know if you do not initially wish us to contact your current work place.

5. General Information

- Typed applications are preferred.
- Include only information that is relevant to the position you are applying for.
- Please do not use cardboard or plastic covers if mailing your application as your application may need to be photocopied.
- Emailed applications are encouraged.

6. Lodging your application

- Applications must arrive by post, hand delivery or email by 4.30pm on Friday 22 March 2019.

7. Privacy

Applications will be kept securely in accordance with our Privacy Policy. Applications from unsuccessful candidates will be kept for a period of 3 months after which time the information will be deleted in relation to electronic files and shredded for paper copies.

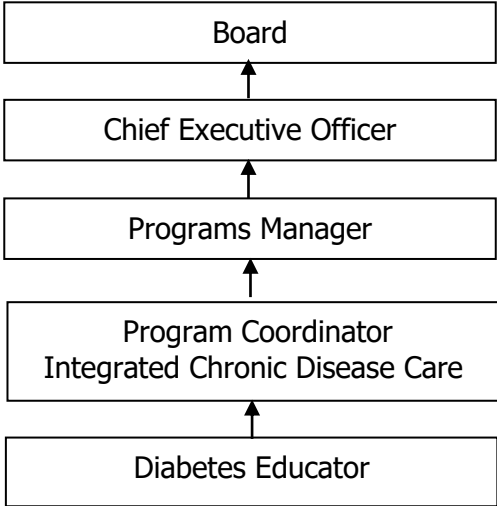
Address your application to:

Attention: Sharron Kamp
Human Resources Officer
"Private and Confidential"
GP down south
PO Box 3156
Mandurah WA 6210

Email: sharronk@gpdownsouth.com.au

For further information please call Nicola Hilyard on 08 9754 3662

POSITION DESCRIPTION

Position Title	Diabetes Educator
Reporting Structure	 <pre> graph BT DE[Diabetes Educator] --> PC[Program Coordinator Integrated Chronic Disease Care] PC --> PM[Programs Manager] PM --> CEO[Chief Executive Officer] CEO --> B[Board] </pre>
Location	Bunbury Region
Position Type	<input checked="" type="checkbox"/> Part time
Position Term	<input checked="" type="checkbox"/> Fixed term contract Commencement Date: Immediately Expiry Date: 30 June 2020
Salary Range	A salary of \$92,625 - \$95,550 per annum (for a full time equivalent) is offered dependent upon previous experience and qualifications, plus salary packaging options and statutory rate of superannuation.
Hours per Fortnight	60 hours
FTE for this position per fortnight	0.08 FTE
Pre-requisites for this position (where applicable)	<ul style="list-style-type: none"> • Current Western Australian Drivers Licence • National Police Clearance • Working With Children Check WA • Tertiary qualification or recognised Certificate in Diabetes Education



<p>Key Responsibilities</p>	<ul style="list-style-type: none"> • Provides Diabetes Education services tailored to meet the needs of the individual. • Ensures education and practice is in accordance with the ADEA Best Practices Guidelines. <ul style="list-style-type: none"> ○ National Standard of Practice for Diabetes Educators ○ National Standards for Diabetes Education Programs ○ Code of Conduct for Diabetes Educators. • Works with the broader GP down south Chronic Condition Management Program staff to establish a model of diabetes education for eligible clients within the south west of WA including related pathways and processes, clinical governance and quality improvement. • Works collaboratively with GPs and other primary and allied health service providers to facilitate coordinated diabetes education and management. • Develops or contributes to the development of care plans in conjunction with the patient and their primary health care provider centred around the patient’s needs, goals and preferences. • Works closely with General Practice to monitor and review patient progress and health status and promote the Diabetes Annual cycle of care. • Facilitates the development of diabetes self-management skills to improve patient health outcomes for eligible clients. • Promotes engagement of family members in managing the patient’s care as appropriate. • Facilitates best practice management of diabetes within primary care through the provision of formal and informal support, education and mentoring of health professionals involved in the provision of care to eligible individuals with diabetes. • Maintains a high level of clinical record keeping and provides regular communications to GP and other members of health care team involved in patients care. • Demonstrates a commitment to professional accountability and growth.
<p>Additional Responsibilities</p>	<p>Planning</p> <ul style="list-style-type: none"> • Participate proactively in GP down south’s planning processes including strategic and operational. • Participate in relevant data gathering processes. <p>Service Delivery</p> <ul style="list-style-type: none"> • Provide all service delivery in accordance with relevant program guidelines, program logics, plans and contractual / statutory requirements • Maintain service delivery records to allow for appropriate knowledge



	<p>management and information sharing within the Organisation</p> <ul style="list-style-type: none"> • Deliver services and contribute to GP down south programs and activities in a timely and efficient manner <p>Reporting / Evaluation</p> <ul style="list-style-type: none"> • Comply with all relevant reporting requirements • Maintain up to date records, in accordance with portfolios / key responsibilities. • Contribute to data collection and program / activity review processes <p>Team Work and Communication</p> <ul style="list-style-type: none"> • Work as part of a team in a constructive and harmonious manner • Attend staff meetings, planning days and other meetings as requested • Contribute skills and knowledge to the organisation as appropriate • Represent the Organisation professionally, through appropriate networks, and to other Organisations and the community <p>Health and Wellbeing</p> <ul style="list-style-type: none"> • Take reasonable care of your own mental health and wellbeing, including physical health • Take reasonable care that your actions do not adversely affect the mental health and safety of others in the workplace, including physical health • Educate yourself about mental health • Support initiatives aimed at improving mental health in the workplace <p>Occupational Health and Safety</p> <ul style="list-style-type: none"> • The Organisation is committed to ensuring as far as practicable a safe working environment as outlined under OHS-POL-401 (Occupational Health and Safety) • All employees are expected to take reasonable care of your own health and that of others • Observe all safe working practices are followed by reporting hazards or incidents immediately to your Line Manager. <p>Quality</p> <ul style="list-style-type: none"> • Comply with the Quality Management System. • Actively participate in continuous improvement. <p>Compliance</p> <ul style="list-style-type: none"> • Comply with all contractual, statutory and organisational obligations, deliverables and / or performance indicators as relevant to your portfolios / key responsibilities. <p>Other:</p> <ul style="list-style-type: none"> • Undertake any other duties as reasonably directed by your Manager or CEO
Superannuation	Prevailing statutory rate on top of salary.
Salary Packaging	GP down south is classified as a Health Promotion Charity by the Australian Taxation Office. Fringe Benefits Tax (FBT) exempt salary packaging is



	available to GP down south staff to a maximum of the threshold cap for the current FBT year.
Employment Framework	GP Down South Ltd Enterprise Agreement 2015.

SELECTION CRITERIA

Essential

1. A tertiary qualification relevant to the position and current registration with APHRA.
2. Possession of current post graduate qualification in diabetes education.
3. Demonstrated clinical experience in diabetes education and working within a primary healthcare setting.
4. Demonstrated ability to plan, organise and monitor the delivery of diabetes education for people diagnosed with diabetes.
5. Knowledge of chronic disease self-management models of care.
6. Ability to facilitate increased knowledge and capacity within primary health care regarding current best practice diabetes management to optimise patient health outcomes.
7. Demonstrated ability to be self-directed, highly organised and proficient in problem solving skills.
8. A high level of written and verbal communication, interpersonal skills and the ability to identify key messages, issues and concerns when engaging with clients, carers and/or families.
9. Ability to work as part of a multidisciplinary team and apply professional and ethical boundaries when dealing with complex situations.
10. Sound knowledge of Microsoft office applications and demonstrated ability to use clinical software systems.

Desirable

1. Experience in the delivery of evidence-based group programs for Diabetes management.
2. Knowledge of national, state and local strategies related to chronic disease management particularly diabetes management.

Pre-requisites

As part of the condition of employment you are required to advise if you hold any of the following:

1. A current Western Australian Drivers Licence.
2. A National Police Clearance
3. A Working with Children Card.