



Murray Valley Aboriginal Cooperative was established in 1974 with a clear vision to provide Health, Housing and Child Care / Education to our Community. MVAC is now the largest service provider in Robinvale and welcomes you to apply for this position.

MVAC is committed to Safety and through compliance to our Standards we strive to embed this commitment throughout the organisation. Compliance to these standards is a mandatory requirement for all staff members. This Position Description provides our employees with specific role expectations and functions. The roles and responsibilities reflect our values and ensure accountability towards the achievement of our values and mission.

We are a flexible organisation and as such we expect individual roles will change over time, and position descriptions will change with them. Position descriptions need to evolve and continue to be correctly classified as these changes occur. The duties and responsibilities outlined should not be considered definitive.

Position Title	Clinical Co-ordinator
Cost Centre	Health
Management Hierachy	Middle Management
Classification – Full or Part-time (%)	Full-Time
Scope or Purpose of Position	Employed within the Health Services
Reports to:	Manager health, Families and Youth Services
Secondary:	Executive Director of Programs
Payroll: Award Level	Nurses Award or Aboriginal and Torres Strait Islander Health Award
Child Safety	<p>MVAC aims to ensure the safety and well-being of children and youth throughout our organisation in line with current Child Safety Standards. In order to achieve this, MVAC has implemented all necessary legislation, regulations and guidelines pertaining to child safety at all levels of operation through policies and procedures.</p> <p>Management Responsibility: Priorities the safety and wellbeing of children to your staff. Regularly review the 11 standards at staff meeting level.</p> <p>Staff and Volunteers Responsibility: Priorities child safety. Implement the Child Safety and welling policies. Speak up about child safety.</p>
Salary or Compensation Rate (including	<i>Note: Salary or compensation rates and conditions may be reviewed and considered at the annual performance review session only; notwithstanding any due increases in the respective over-riding award any or all adjustments in compensation conditions</i>

superannuation)	<i>lies with the CEO, only, and no other agent of MVAC including the Direct Performance Reviewer.</i>
Salary Packaging	Available
Time Fraction Per Week	<p>Fulltime employees will work 34 hours per week over a 52-week year, and between the following weekly operating hours:</p> <p>Monday – Thursday: 9:00am – 5:00pm.</p> <p>Wednesday – Afterhours clinic 5pm – 7:30 pm (rotating rosters the health staff)</p> <p>Friday: 9:00am – 4:00pm.</p> <p>Closed Weekends, and National or Victorian Public Holidays.</p> <p>Breaks:</p> <ul style="list-style-type: none"> - 1-hour unpaid meal break if working for more than 5 hours. - 10 minutes each for morning and afternoon tea if working for every 4 hours. <p><i>Note: An employee may be requested to work hours outside the above times but may also have the right to refuse such request depending on the situation. Any excess hours maybe recognised by TOIL or direct payments, but not until it has been authorised by the CEO only.</i></p>
Required Pre-Employment Conditions or Screening Checks Mandatory training within the first 6 months	<p>All MVAC employees, prior to appointment, are required have and maintain a WWC and police check (no older than three months before application)</p> <ul style="list-style-type: none"> - <i>A Working with Children Check. (must be linked to MVAC)</i> - <i>Police Check</i> - <i>A current unrestricted drivers' licence, (if required in your business area)</i> - <i>Safeguarding Children Training</i> - <i>MARAM - if required</i> - <i>First Aid Certificate (code finishing in 0003 or greater),</i> - <i>Qualification in Workplace Standards is desirable</i>
Primary Position Location	MVAC Offices, 87 Latje Road, Robinvale
Secondary Locations (If any)	As required
Probation Period	<p>Six months after initial appointment; it can be deemed shorter at the discretion of the CEO only.</p> <p>During any probation period there will be two reviews undertaken; one approximately mid-way, and another two weeks before end of probation period at which time the employee could be come permanent for the terms of the funding source or have their probation period extended or their contract of service terminated.</p>
Performance Review Timing	Once an employee has had their contract of service confirmed and/or post the completion of the probation period there is usually a number of three-monthly performance / staff development reviews undertaken until the contract of service is completed or a new contract of service is renegotiated.
Direct Performance Reviewer	Manager of Health, Families and Youth

End of Contract Conditions	An end of contract can be deemed to have happened if the employee has resigned, retired, been terminated due to a breach of certain MVAC policies, and/or National or State legislations, or for other specific reasons stated in the contract of service. In most cases compensation maybe granted for an early completion of a contract of service.
Primary Legislation Position Operates Under	<ul style="list-style-type: none"> • Child Wellbeing and Safety Act 2005 (the Act) • Child Wellbeing and Safety Regulations 2017 • Child Safe Standards • Fair Work Act 2009 • Human Rights and Equal Opportunity Commission Act 1996 • Occupational Health and Safety Act 2017
Key Internal Relationships	<ul style="list-style-type: none"> • Board of Directors • CEO / Executive Business Manager • Human Resource Manager • MVAC Health Practice • MVAC Early Learning team • MVAC IFS and SEWB teams • Health Promotion and Maternal Health teams
Key External Relationships	<ul style="list-style-type: none"> • Consumer Affairs Victoria • MVAC Funding Bodies • LMARG • Swan Hill Shire Council • Robinvale District Health Service • Robinvale College
Key Accountabilities and Duties / Selection Criteria	<p>A Clinical Coordinator in an Aboriginal Community Controlled Health Organisation (ACCHO) role focuses on leading and coordinating clinical services, ensuring they are culturally safe, effective, and meet the specific needs of the Aboriginal community. This involves clinical leadership, quality improvement, and collaboration with various stakeholders. The role aims to improve health outcomes for Aboriginal and Torres Strait Islander people through holistic and culturally appropriate care. The successful applicant must have:</p> <ul style="list-style-type: none"> • Must hold a minimum of Certificate IV qualification, preferably Bachelor • Must be AHPRA registered as an Aboriginal Health Practitioner, Nurse or Allied Health professional • Must have experience in management in an ACCHO
Key Responsibilities	<p>Clinical Leadership and Governance:</p> <ul style="list-style-type: none"> • Develop and implement clinical policies and procedures aligned with community needs and relevant standards. • Provide clinical guidance and support to the clinical team, including nurses, Aboriginal Health Workers, and other health professionals. • Lead and participate in clinical governance processes, ensuring quality and safety of care. • Ensure compliance with relevant accreditation, regulatory, and legislative requirements. <p>Service Delivery and Coordination:</p> <ul style="list-style-type: none"> • Coordinate the delivery of, and provide, clinical services, ensuring they are culturally safe, accessible, and meet the needs of the community.

	<ul style="list-style-type: none"> • Manage the day-to-day operations of the clinic, including patient flow, appointment scheduling, and resource allocation. • Oversee client care plans, ensuring they are comprehensive, culturally appropriate, and address both physical and mental health needs. • Oversee the clinical staff NKPIs in line with the IAHP funding agreement and their position descriptions • Collaborate with other health professionals and organisations to provide integrated and holistic care. <p>Quality Improvement and Risk Management:</p> <ul style="list-style-type: none"> • Implement and monitor quality improvement initiatives to enhance service delivery and client outcomes. • Identify and manage clinical risks, ensuring a safe and supportive environment for clients and staff. • Participate in audits and accreditation processes, ensuring compliance with relevant standards. <p>Community Engagement and Cultural Responsiveness:</p> <ul style="list-style-type: none"> • Work collaboratively with Aboriginal community members and Elders to ensure services are culturally appropriate and responsive. • Promote health literacy and preventative health within the community. • Ensure cultural safety principles are embedded in all aspects of service delivery. <p>Teamwork and Communication:</p> <ul style="list-style-type: none"> • Foster a positive and collaborative team environment. • Communicate effectively with clients, staff, and other stakeholders. • Participate in team meetings and professional development activities. <p>Other responsibilities:</p> <ul style="list-style-type: none"> • May include participating in health promotion activities, contributing to workforce development, and undertaking administrative tasks related to the role.
Essential Personal Qualities	<p>Key Skills and Attributes:</p> <ul style="list-style-type: none"> • Strong clinical knowledge and experience in primary health care. • Excellent communication, interpersonal, and leadership skills. • Punctual, reliable, flexible and well presented • Ability to work effectively with Aboriginal and Torres Strait Islander communities. • Demonstrated commitment to cultural safety and responsiveness. • Strong organisational and time management skills. • Problem-solving and decision-making abilities. • Proficiency in relevant software and technology. • This position is crucial for ensuring that ACCHOs provide high-quality, culturally appropriate, and effective healthcare services that meet the unique needs of the Aboriginal and Torres Strait Islander communities they serve.
Random Drug and Alcohol Testing	MVAC has a policy on the usage of drugs and alcohol throughout all business centres and therefore management has a right to conduct random drug and alcohol testing, as needed or directed by either MVAC CEO or MVAC Board.
Privacy Requirements	All successful applicants will be required to acknowledge the existence and

	daily application of the MVAC Privacy Policy https://www.mvac.org.au/privacypolicy/ which have been developed in-line with the Privacy Act 1988 https://www.oaic.gov.au/privacy/australian-privacy-principles/
Disclosure of Information on Pre-existing Injuries or Conditions	There is an obligation on all applicants to fully disclose, either in application and/or at interview, any prior or present medically related injuries or conditions that could have a bearing on their ability to perform the duties and responsibilities of the position, as outlined in this Position Description, or potentially expose the employer to increased workplace-related liability in the future (see primary risk exposure section for guidance). Such information cannot be used by MVAC to discriminate the applicant in their consideration for suitability for the position, nor once employed in any performance reviews or promotion considerations https://www.ag.gov.au/rights-and-protections/human-rights-and-anti-discrimination/australias-anti-discrimination-law
Continuous Professional Development (CPD)	MVAC is a strong and active supporter of all employees undertaking opportunities to further enhance their professional, and personal skills and abilities within their area of employment. This development will be identified through the supervision process with your immediate manager. MVAC may provide this support through the conduct of internally or external managed workshops.
Signature of Employee (once contract has been signed)	•
Name and Date:	•