

# Position Description



## Working in Southern NSW Local Health District - People Caring for People

Working with our communities to foster trust and engagement in the care they need to live healthy lives. Our staff work in collaboration with other health care team members to ensure the needs of our patients and families are central to all decision making.

When you choose to work within the Southern NSW Local Health District, **you are committing to and are accountable for demonstrating the CORE values and behaviours of Collaboration, Openness, Respect and Empowerment.**

Complete this Position Description template after reading the [SNSWLHD Guide to Writing a Position Description](#). Use the Guide for assistance on each section and examples of writing styles.

Role Details	
Position Title	<b>SWIS-H and StEPS Coordinator</b>
Award	Health Managers (State) Award
Position Classification	Health Manager Level 2
Stafflink position number	210843
Does this role manage or supervise others?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<a href="#">Vaccination Risk Category</a>	<input checked="" type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input type="checkbox"/> Category B
<b>Primary Purpose of role</b> <i>(Why does this role exist? 1 or 2 sentences only)</i>	<p>SNSWLHD SWIS-H and StEPS Coordinator is responsible for managing and leading the Statewide Infant Screening – Hearing (SWIS-H) and Statewide Eyesight Preschoolers Screening (StEPS) Teams and coordinating the delivery of these programs across Southern NSW Local Health District (SNSWLHD).</p> <p>The position also plays a key role in planning, implementation, monitoring and evaluation of services, systems and policies to support newborn hearing screening and four year old vision screening.</p>

### Key Accountabilities *(max of 8-10 key accountabilities)*

1. Establishing strong working relationships with key stakeholders through the promotion of the programs to internal and external partners, especially maternity services, early childhood services and preschools.
2. Provide timely reports in line with SNSWLHD and NSW Health reporting guidelines, attending state wide SWIS-H and StEPS Coordinator meetings and liaising with Ministry of Health (MoH) on SWIS-H and StEPS service issues to ensure SNSWLHD has input and can benefit from other entities learnings and support.
3. Provide management and leadership for the program undertaking rostering, recruitment, leave, payroll, purchasing and performance appraisals, to ensure the smooth functioning and achievement of service targets.
4. Coordinate local policy and guideline development and review for the SWIS-H and StEPS programs, within the context of maternity and child and family health services ensuring compliance with SNSWLHD and NSW Health Policies.
5. Monitor and maintain a tracking mechanism and database for infants and children who have missed screening and those who require onward referral and management in compliance with MoH SWIS-H and StEPS policy directives.

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6. Act as a resource person to families, vision and hearing screeners, nurses and other health professionals on vision and hearing health issues.
7. Review and/or develop local processes and provide information supporting families and children to access pre and post diagnostic specialist services in a timely manner to maximise children's vision and hearing outcomes.

## Key Challenges *(max of 3 key challenges)*

1. Managing the programs over a large geographical area as well as managing the growth of child care centres across SNSWLHD.
2. Ensuring high quality health care delivery across SNSWLHD within resource constraints.
3. Maintaining data integrity to ensure accurate reporting and follow up is achieved.

## Key Relationships

<i>Who?</i>		<i>Why?</i>
<b>Internal Relationships</b> <i>(max of 3 internal relationships)</i>		
1	Manager Priority Populations	Line manager and support in relation to program implementation and building relationships. Providing operational leadership, management, direction and feedback in relation to the delivery of quality outcomes and care.
2	Screening Staff	Line management of SWIS-H and StEPS staff to ensure effective delivery of the program and meeting key performance targets.
3	Midwifery Staff	Ensure timely and appropriate screening and follow up of newborns.
<b>Does this role routinely interact with external Stakeholders?</b>		
<input type="checkbox"/> Yes <i>(max of 2 external stakeholders)</i> <input type="checkbox"/> No		
1	Early childhood education providers	Establish strong collaboration and ensuring close working relationships to improve access for children in the target age range for screening.
2	Vision and hearing health service providers, medical specialists and diagnostic services	Establish and maintain relationships to provide support to children, and their families. Developing and maintaining referral pathways to support navigation of vision services.

## Staffing

<b>Direct Reports</b>	2.47 FTE
<b>Indirect Reports</b>	0.00 FTE

## Essential Requirements

- Relevant tertiary level qualification, or equivalent work experience or a combination of study and work experience.
- Evidence of a current unrestricted drivers' licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

## Selection Criteria *(max of 8 selection criteria, including any Essential Requirements like AHPRA)*

1. Relevant tertiary level qualification, or equivalent work experience or a combination of study and work experience.

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2. Experience or demonstrated knowledge of newborn hearing screening interventions and early childhood vision screening and the associated challenges.
3. Expertise in training and education with the ability to act as a clinical lead.
4. Demonstrated excellent interpersonal and communication skills, including advanced verbal and written skills, and advanced skills in using electronic communication modes and record systems.
5. Ability to solve clinical and technical issues in vision screening and newborn hearing contexts and experience in developing and implementing initial management plans for patients and families and knowledge of appropriate referral systems.
6. Ability to manage complex interagency relationships and networks to achieve best outcomes for infants, children and families.
7. Demonstrated capacity to source, analyse, interpret and monitor health policy and legislative changes as they impact on service delivery and practice improvement.
8. Evidence of a current unrestricted drivers' licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

## Other Requirements

*(Note this section is standard across SNSWLHD and is not to be changed or edited)*




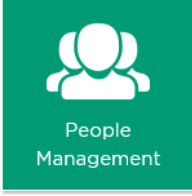

Southern NSW Local Health District is committed to providing a patient centred environment focusing on all aspects of patient safety and quality. Each employee has a responsibility to ensure the highest standard of quality care. Role and responsibilities are to be performed in a manner that is in accordance with relevant legislation, awards, state and local policies, procedures and guidelines.

All employees contribute to a constructive workplace culture and a safe workplace by modelling the organisation's CORE values of Collaboration, Openness, Respect and Empowerment (CORE) and ensuring all workplace conduct aligns with the behaviours associated with those values and the NSW Health Code of Conduct.

All employees participate in the performance development and review process for own professional/personal development and to identify educational and development needs.

All employees are required to identify, assess, eliminate/control and monitor hazards and risks within the workplace, to the extent of delegated authority for the role, as per Work Health and Safety legislation.

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Capability Framework			
Capability Group	Capability	Level	Focus
	Display Resilience and Courage		
	Act with Integrity		
	Manage Self		
	Value Diversity		
	Communicate Effectively		
	Commitment to Customer Service		
	Work Collaboratively		
	Influence and Negotiate		
	Deliver Results		
	Plan and Prioritise		
	Think and Solve Problems		
	Demonstrate Accountability		
	Finance		
	Technology		
	Procurement and Contract Management		
	Project Management		
	Manage & Develop People		
	Inspire Direction and Purpose		
	Optimise Business Outcomes		
	Manage Reform and Change		
	Human Resources	Further discussion required	
	Finance	Further discussion required	
	Procurement	Further discussion required	
	ICT	Further discussion required	