



# HIV Care Coordinator POSITION DESCRIPTION

<b>Position Title:</b>	<b>HIV Care Coordinator</b>
<b>Department/Location:</b>	Positive Directions
<b>Employment Status</b> (Full-time/part-time/casual/fixed term):	Refer to Letter of Offer
<b>Reports To:</b>	State Manager
<b>Direct Reports:</b>	
<b>Key Relationships/Interactions:</b>	<b>Internal:</b>
	<b>External:</b>

## About Spiritus:

### Our **Vision**

To create a more caring, just and inclusive society consistent with the teachings of Christ.

### Our **Mission**

As a caring ministry of the Anglican Church we will:

- enrich people's lives through compassionate service and advocacy for social justice in partnership with communities and parishes;
- respond with innovation and courage to the needs of our community, especially those most at risk; and
- demonstrate a passionate and determined commitment to excel as leaders in quality caring service.

### Our **Values**

**Dignity:** We accept, value, encourage and empower others to pursue their personal goals

**Respect:** We exhibit profound respect, integrity and humility in all our relationships

**Care:** We demonstrate thoughtful stewardship and take personal responsibility in all we do

**Joy:** We actively embrace opportunities to share, and experience, hope and happiness

### Our **Environment**

Spiritus is an Anglican not-for-profit organisation providing caring and supportive services in partnership with government and other support organisations, to respond to identified needs in our community.

Spiritus is committed to enacting a Christian response to social and community welfare issues and aged and community care needs, particularly with respect to disadvantaged members of the community. Whilst serving the community as a whole we value and respect the needs, rights and personal choices of the individual.

Spiritus is the name for all services operating within the Anglican Community Services which was formed by the combination of St Luke's Nursing Service, Anglican Care of the Aged and Anglicare Southern Queensland.

The Anglican Community Services Commission (ACSC) operates under a Diocesan Governance Canon defining its role in terms of Corporate Governance, Strategic Direction of the organisation and the regulation of Management, and reports to the Archbishop in council. The Canon authorises the ACSC to operate in the areas

of community welfare, social justice, health, aged and community care.

All Spiritus services are enhanced and supported by a centralised Shared Services structure.

### **Position Statement / Overall Purpose:**

The HIV Care Coordinator, in collaboration with other members of the team and service providers is required to develop and utilise a contemporary care coordination approach for people living with HIV/AIDS (PLWHA), that acknowledges a holistic view of health with its underlying social determinants and includes support for self management.

The role of the HIV Care Coordinator is to facilitate ease of access to health and social related services to ensure holistic, appropriate and timely care delivery for PLWHA.

### **Key Selection Criteria:**

1. Current registration with the Queensland Nurse's Council.
2. Understanding of and sensitivity to treatment, care support and information issues affecting people living with HIV/AIDS.
3. Previous experience working in community health.
4. Possession of current Queensland Drivers' Licence.
5. Eligible to apply for and receive a Blue Card if not a current card holder.
6. Knowledge of Total Quality Management and Continuous Improvement Process
7. Ability to work effectively, respectfully and collegially in team environment.
8. Demonstrated health-related advocacy, referral and conflict resolution skills including the ability to
9. negotiate between individuals, communities and organisations whilst maintaining professional boundaries.
10. Proven ability to work independently whilst demonstrating behaviours consistent with Spiritus Values and Mission.

### **Major Accountabilities and Responsibilities of Position**

#### **Accountability: Professional Conduct**

Perform all clinical practice in a manner that complies with all relevant legislative, common law, regulatory requirements and professional standards affecting nursing practice.

#### **Responsibilities:**

- Maintain registration requirements of QNC and is aware of all legislative and regulatory requirements.
- Awareness of and compliance with legislative and organisational requirements relating to Workplace Health and Safety and infection control.
- Individually conduct practice in a manner that is consistent with professional standards and ethical principles.
- Provide holistic service to clients and carers which respects and protects their rights and maintains their privacy and confidentiality.
- Demonstrate collegiality, respect and team work within the work environment.

#### **Accountability: Care Coordination**

Effectively manage the coordination of care for client/s.

**Responsibilities:**

- Conduct and document assessments, accurately representing the clients' current situation and requirements, in accordance with Spiritus policies and procedures.
- From assessment develop an holistic and effective care plan in collaboration with Client Liaison Officers, other members of the team and client.
- Identify and mobilise appropriate resources to deliver services utilising Spiritus and other service providers including sexual health clinics and GPs.
- Effectively communicate with the client and other key stakeholders in the ongoing development and review of care delivery.
- Regularly review with clients their progress against the care plan and amend as necessary against a backdrop of wellness and self determination.
- Network with Spiritus colleagues and other service providers involved in client care plans.

**Accountability: Direct Care Delivery**

Personally deliver contemporary clinical care and services within a case management framework to clients and carers, safely and competently.

**Responsibilities:**

- Have advanced knowledge of treatments and care required by PLWHA.
- Effectively communicate with clients and carers within the boundaries of consent given and in a manner sensitive to PLWHA.
- Deliver care in a safe and competent manner.
- Ensure resources are utilised to deliver care in the most optimal and timely manner.
- Advocate on an individual and service level for PLWHA
- Document care provided as per organisational documentation guidelines and client management systems.
- Clinical reviews in the field will be conducted periodically

**Accountability: Leadership**

Plays a substantial, active and positive role in Programme management and clinical administration activities.

**Responsibilities:**

- Assists with implementation of new activities, systems and other organisational changes. This may involve review of programme operating systems and implementation of identified refinements.
- Assists with clinical administration – client file reviews, program related documentation, audits, claims preparation and submission etc.
- Assist in research and preparation of submissions.
- Is a source of information and support to other staff.

**Accountability: Education**

Organise learning and development activities for clients, staff, volunteers and other community members including personally providing on job training and coaching.

**Responsibilities:**

- In conjunction with the Care Team, determine program- related training and development activities for staff and volunteers.
- Provide training to staff and volunteers as required.
- Develop and present information and education sessions for clients, carers and other members of the community as required.
- Model professional and organisationally aligned behaviours.

**Accountability: Team Work**

Work in collaboration with other team members, effectively communicating, to ensure that client care needs, as identified and negotiated in care plans, are achieved.

**Responsibilities:**

- Work collaboratively and professionally at a local level with clients, carers, key stakeholders (eg QPP), staff and volunteers.
- Actively participate in care coordination/team meetings.
- Contribute to the ongoing development of the Positive Directions Program and actively promote the service to other service providers and the broader community including GPs and sexual health clinicians.

**Delegation of Authority:**

- In accordance with the Spiritus Delegations of Authority Policy.