



Archdiocese of Hobart

Position Description, Clergy Healthcare Coordinator

Program:	Archbishops Office
Location:	Southern Tasmania (travel statewide)
Reports To:	Managing Director – Administration and Finance
Approved by:	Managing Director – Administration and Finance
Version:	September 2024
Award:	Nurses Award 2010
Classification:	By negotiation
Full Time Equivalent:	By negotiation
Clearances Required	Working with Vulnerable People registration (Tasmania); National Police Criminal History Check

Context:

The Archdiocese of Hobart ('the Archdiocese') is the expression of the Catholic Church in Tasmania. The Church Office headed by the Executive Director administers Corporate Services to Parishes and Archdiocesan entities, offices and agencies including Financial Services, Property and Fleet Management, Marketing and Communications, ICT, Human Resources & Compliance.

Primary Objectives:

The Clergy Healthcare Coordinator is responsible for coordinating and providing support to working and retired clergy of the Archdiocese of Hobart. The Clergy Healthcare Coordinator is to promote the enhancement of the health and the wellbeing of members of the Catholic clergy, utilising the infrastructure and organisational support of existing community health services. The Clergy Health Care Coordinator also coordinates access to health services and intervention as required by individual clergy.

Major Accountabilities:

Interpersonal Skills and communication style:

- Sensitivity and sound judgment in dealing with confidential information and sometimes delicate situations;
- Develop and sustain a positive and collaborative relationship with all stakeholders;
- Ensure that behaviour role models appropriate ethical and behavioural standards;
- Resourcefulness and commitment to high performance standards and adapt to the ongoing development of agencies;
- Ability to communicate information effectively and appropriately to a wider audience in both written and verbal format;
- Facilitates communication between clergy member, nominated General Practitioner, Specialist Allied Health and Community Services as appropriate;
- Facilitates communication between the Clergy member, the Archdiocese and the Director of Clergy Life and Ministry, and the Archbishop where appropriate;
- Act as the Clergy members advocate whilst empowering Priests to participate in decisions about their care;
- Supports, supervises and initiates intervention in accordance with case management standards, actively participates in meetings, and case conferences;

Clinical requirements:

- Identification of health issues by comprehensive health assessment;
- Implementation in consultation with priest of individual care plan using advanced clinical knowledge to plan and coordinate care;
- Maintain regular communication with clergy as negotiated with the individual priest through home visit, telephone and/or email;
- Management of health crisis where proactive management has not been successful;
- Liaison with and coordination of appropriate services to deliver the healthcare and support;
- Secure confidential and efficient management of medical records;
- Demonstrate professional practice via adherence to relevant professional competencies; and
- Other duties as required within the scope of practice.

Reporting, Administration and Resource Management:

- Evaluates and records progress towards expected outcomes and revises the plan of care as necessary in collaboration with individual members of the Clergy;
- Ensures efficient and effective utilisation of resources and factors relating to quality, efficiency and cost effectiveness in planning, delivering, monitoring and evaluating Clergy care; and
- Enhances the effect of seamless transition from one level of care to another across the continuum through a knowledge of community services and post-acute care facilities.

Personal accountability level:

- Promote and uphold the Identity and Mission of the Archdiocese of Hobart;
- Uphold the Archdiocese of Hobart Employee Code of Conduct Policy and professional standards in accordance with Integrity in the Service of the Church; and
- Adhere to Work Health and Safety (WHS) standards for a safe workplace; and follow all reasonable WHS direction provided in the completion of work.

Risk and Work Health & Safety:

The Archdiocese is committed to ensuring that our operations at all Agencies are conducted with proper regard for health, safety and wellbeing of all.

You are required to observe safe work practices in accordance with training and instruction given and report any risk to your immediate supervisor. Risks arising in the workplace may be financial, site, task or person specific or related to safety.

All employees of the Archdiocese of Hobart will conduct themselves responsibly with proper respect for established rules and procedures and they will consistently perform their jobs with proper regard for the health and safety of others.

The Archdiocese of Hobart expect all employees to participate in and contribute to Work Health and Safety activities, including participation in the consultative processes provided by the organisation, to ensure a safe work environment for clients, our community, employees and visitors.

Key Communications Linkages:

Priests and retired priests of the Archdiocese of Hobart
Director – Finance and Administration
Managers and employees of the Archdiocese of Hobart
Health professionals
Community service providers

Selection Criteria

Essential requirements

- 1 Commitment to the identity and mission of the Archdiocese of Hobart; and a broad understanding of the operation of the Catholic Church in Tasmania.
- 2 Essential requirements:
 - i. Registered Nurse with current AHPRA registration. AHPRA registration is to have no conditions, undertakings, reprimands and included compliance with nursing practice ethical and legal standards.
 - ii. Demonstrated experience in within an acute or community care environment.
 - iii. Current unrestricted drivers licence.
- 3 Demonstrated advanced clinical knowledge and sound knowledge of the health care system and community health services.
- 4 Highly developed communication and interpersonal skills, and the ability to work collaboratively with other health professionals.
- 5 Demonstrated critical thinking, problem solving, planning and time management skills.
- 6 Ability and willingness to undertake the relevant employee screening processes, including the provision of a National Police Criminal History Check satisfactory to the Archdiocese of Hobart and registration to Work with Vulnerable People (Tasmania).