

COOLAMON SHIRE COUNCIL POSITION DESCRIPTION

Position:	CLINICAL CARE PARTNER
Status:	Permanent Full Time
Hours:	35 hours per week
Reports to:	Community Care Manager
Directorate:	Corporate & Community Services
Supervises:	Nil
Award/Grade:	Local Government (State) Award Band 3, Level 2 A to H
Relationships:	Executive Managers; other Council staff; commercial, industrial and development professionals and contractors; and members of the public

Position Summary

Allawah Community Care is a community-focused community care provider delivering services under the Commonwealth Home Support Programme (CHSP) and the Support at Home (SAH) program. We support older adults to live safely and independently at home. We value respectful, person-centred care, professional growth, and fostering a positive, inclusive workplace culture.

The Clinical Care Partner is responsible for coordinating care for clients with higher level and complex care needs, providing clinical oversight and support to the Community Care team, and delivering direct nursing care where required. The role undertakes clinical assessments, develops and reviews care plans, coordinates services and supports non-clinical Care Partners to ensure safe, person-centred and responsive care.

Key Responsibilities

- Conduct thorough nursing assessments of clients' health and support needs.
- Provide direct nursing care and clinical support to clients within their homes.
- Develop, implement, and regularly review individualised care plans in collaboration with clients, families, and health professionals.
- Monitor clients' health status and adapt care plans to meet changing needs.
- Support and guide non-clinical care staff and care partners, providing clinical oversight and training as required.
- Manage client budgets responsibly in accordance with program guidelines.
- Identify, manage and escalate clinical risks and changes in clients' health or care needs.
- Contribute to clinical governance, incident management, risk management and continuous quality improvement.
- Provide clinical guidance, oversight and training to care staff within their scope of practice and competence.

- Contribute to the development, review and implementation of relevant policies, procedures and clinical practices.
- Effectively organise and prioritise workload to achieve client care goals within agreed timeframes.
- Coordinate with multidisciplinary services to ensure seamless care delivery, eg: other providers, government agencies & departments.
- Educate clients and families about care plans, service options, and their rights.
- Ensure care delivery is culturally safe, trauma-informed, and aligned with client preferences.
- Maintain accurate client records, documentation, and compliance with regulatory standards.
- Be an active participant in the organisational and clinical Governance Committee
- Participate in continuous quality improvement initiatives and staff development activities.

Position Criteria

Qualifications, Certificates and Licences

1. Bachelor of Nursing (Essential)
2. Current Registered Nurse registration with AHPRA (Essential)
3. Meet and maintain all responsible person suitability requirements under the Aged Care Act 2024
4. Valid Australian driver's licence and access to a reliable vehicle
5. Initial and ongoing National Police Clearance (Essential)
6. Not be listed on Aged Care Banning Order register (Essential)

Experience, Skills & Knowledge

7. Experience in aged care, community nursing, or related clinical roles (Desirable)
8. Strong understanding of aged care service delivery models and Aged Care Quality Standards.
9. Demonstrated ability to provide direct nursing care and clinical leadership.
10. Excellent communication, organisational, and interpersonal skills.
11. Commitment to culturally safe and trauma-informed care practices.
12. Commitment to ongoing personal and professional development, including participation in training, education, and performance reviews to continuously improve service quality.

This description presents the major responsibilities required for this position. Council may direct the employee to carry out such activities that are within the limits of the employee's skill, competence and training as per Clause 9 of the Local Government (State) Award

Organisational Responsibilities

Code of Conduct

It is important that all employees act in a manner that enhances community confidence in Council. Whilst on duty, employees are to give the whole of their time and attention to the business of Council. Employees are required to carry out their duties conscientiously, honestly, fairly and impartially. Employees are required to comply with Council's Code of Conduct at all times.

Values

All employees are expected to uphold, promote and behave in a manner consistent with Council's values. Through a collaborative approach and a strong commitment, the values will support Council's mission and guide the organisation in achieving its vision.

Equal Employment Opportunity, Diversity & Inclusion

Coolamon Shire Council is committed to the development and implementation of its Equal Employment Opportunity Management Plan which is designed to develop a more creative and skilled workforce to provide better services to the community.

Coolamon Shire Council is committed to an inclusive culture where diversity of thought and background is valued. We appropriately encourage maintenance of cultural identity while sharing common ideals and promoting equality of opportunity. This supports every person and team to excel, and enables innovation to continuously improve our delivery of services.

Council Policies, Guidelines and Procedures

Employees are required to comply with Council Policies, Management Guidelines and Procedures.

Work Health and Safety

Council has a duty of care under Work Health and Safety Legislation to ensure, so far as is reasonably practicable, the health and safety of workers. This includes requirements to eliminate or minimise risks to health and safety. To minimise risk and assist in protecting workers in employment at Council, workers are required to meet the inherent requirements of the position.

I have read and am satisfied that I have understood the contents of this Position Description. While this position description reflects the current duties and responsibilities, it is not be interpreted as all inclusive. It may be subject to review from time to time.

Employee Name: _____

Employee Signature: _____

Witness: _____

Date: _____