

RÉSUMÉ

Name: Mrs Jennifer Margaret SIMMS
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Leith 7315 Tasmania Australia
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Qualifications: Dip Practice Management, University of New England (1996)
Dip Business Management (2004)
Dip Human Resources (2005)
Workplace Level 2 First Aid & CPR 2006

Awards: Honorary Member Rotaract Club of Central Coast (2005)
RACGP Tasmanian General Practice of the Year (2006)

Positions Held

Current: Practice Manager, Patrick Street Clinic (Doctor's Surgery) 1990 - current

Community: Mentor, Penguin High School (2005)
Mentor, Leighlands Christian School Interact Club (2006 - current)
Mentor, Ulverstone High School Interact Club (2005 – 2006 - current)
Mentor, Penguin High School Interact Club (2006 - current)
Mentor, Rotaract Club of Central Coast (2003 – current)

Director: Vocational Service, Rotary (2003 – 2004)
New Generations, Rotary (2005-2006 – accepted 2007 position)
RYLA, Rotary Club of Ulverstone West (2004 – 2006 accepted 2007 position)
RYLA, Rotary District 9830 Committee, (2005 – 2006 accepted 2007 position)

Career Overview:

I have held a senior management role with Patrick Street Clinic since 1990. Patrick Street Clinic is a general medical practice with 9 Doctors, 9 administration/office staff and 6 nursing staff in Ulverstone situated on the North West Coast of Tasmania, Australia. Pivotal to my roles is the ability to operate a highly successful and competitive general medical practice through innovative presentation, staff development and training offering modern, up-to-date facilities and exceptional patient/client service. My corporate viewpoint is to "walk-the-talk" – that is - get out into the work place, work within a team environment and deliver policies that are in line with a company's vision, mission statement and ambitions.

Principal Accountabilities

I am accountable for provision of expert management services to the practice, specifically being accountable to the practice partners for:

- The performances of staff other than medical practitioners.
- The organizational review and personnel management function for a team of staff carrying out a range of clerical, technical and professional activities.
- Provision of accurate and timely financial data.
- Development of organization systems to maximize productivity in the workplace.
- Maintenance of the assets of the practice.
- Continuous review of the operating environment of the practice.
- Public relations and marketing.
- Occupational Health & Safety.

Primary Tasks

Patient Care; Staff Management/Human Resources; Team and peer mentoring; Conflict negotiation and resolution; Financial Performance; Productivity; Business Planning; Asset Maintenance; Operating Environment.

Rotary History

I have been a member of the Rotary Club of Ulverstone West (District 9830) since May 2003. During that time I have been heavily involved with youth programs in and associated with our club. 3 months after joining Rotary, I accepted the role of Chairperson, Vocational Services and I have continued to accept the challenges offered to me. As Director of Vocational Services in 2003, 2004 and New Generations 2005/2006, 2006/2007 and have again accepted this responsibility for 2007/2008. I am proud to be District 9830 RYLA Director since 2005/2006 and have accepted this responsibility again for 2007/2008.

Youth Support Programs and Initiatives:

Rotary Youth Leadership Awards (RYLA)

Ulverstone West has been the organizing club for District 9830 since 2001. As RYLA director, facilitator, counselor and organizer since 2003 and with the support of the club and great committee, I look forward to again organizing RYLA for 2007.

Youth Exchange Program: Our club is very supportive of the Youth Exchange Program and consistently supports the program. I have been actively involved with inbound and outbound students each year, hosting a Mexican Student 2005/2006

National Youth Science Forum: I have organized and been a part of the interview panel with nominated students since my joining the club. Every year our nominated student has been 1 of 12 accepted in the district to attend the Forum in Australia's capital city, Canberra, each year.

Rotaract: In 2004 I was involved with the charter the Rotaract Club of Central Coast and continue to attend fortnightly meetings and most functions organized by Rotaract. I have since been awarded with an Honorary Membership of the club. As part of a Rotaract initiative, they held a 2 day leadership camp for 30 x year 9 and 10 students at Ulverstone High School and Penguin High School. From this camp, 2 very successful Interact Clubs were chartered in 2005, and in 2006 a third Interact Club was chartered. I am a very proud, committed and supportive member of the Rotaract Club.

Interact: In 2005, again Rotaract organized and ran another extremely successful camp, increasing memberships of Ulverstone and Penguin Interact Clubs, and chartering a 3rd club at Leighlands Christian School. I was a supervisor and counselor for the duration of both camps, offering ongoing support to the Rotaractors and the Interactors, and continue to meet regularly with the Interactors at their schools, and at the many functions they are involved with. The Interact Clubs are proving to be a valuable experience for the schools and students. Already the Interactors have shown strong personal development, a strong commitment to helping the Community and a general feeling of respect and goodwill with their peers and associates. All of which helps the process of continuity for the future success of Interact in schools. Number of active student members is 35

Other youth activities I have been involved with are:

- Mentoring Training (6 weeks program) at Penguin High School – In 2005 I successfully completed the ‘Mentor in the Community’ nationally recognized course. I have an ongoing commitment to the local schools and the community as a mentor.
- Mentoring Program – Central Coast Council – early stages of the program but I have pledged my support and participation of this program.
- Annual Art Exhibition – Student Exhibition. In 2004 and 2005 I organized the highly successful student art exhibition in conjunction with the major art exhibition.
- This year our club is joint stakeholder in a Community Mentoring Program for disengaged youth. I have been very involved setting up this program, meeting with Local Police, Schools and Youth Centers.
- Relay for Life – Each year our Club members and I enjoy participating in this worthwhile event – a chance to get together with the Rotaract and Interact Clubs to help raise awareness about cancer and raise some money for a very worthy cause.
- Festival in the Park – YOUTH IDOL competition – I am on the organizing committee for this annual event focusing on the fabulous talent of our youth along the NW Coast of Tasmania.
- I attended the “Crash Free Driving Course’ held at Penguin High School in July 2006 and feel that this is a very worthwhile and valuable program for students and adults.



DISTRICT 9830 – RYLA May 2006

Facilitators: Jenny Simms, Lindsay Morgan, Matthew Dickson



DISTRICT 9830 – RYLA May 2006

Facilitators: Lindsay Morgan, Jenny Simms and Matthew Dickson

Reference for Rtn. Jenny Simms

It is with much pride Rtn Jenny Simms is proposed as a counselor at the 2007 RYLA Convention. Jenny is highly respected as an effective and friendly member of the Ulverstone West Rotary Club and in her role at District level.

Jenny brings many admirable qualities to activities in which she is involved. Her warm, personable nature endears her to adults and young alike, across any spectrum of age range. Jenny demonstrates understanding and empathy for individuals, and many have sought her wise counsel with issues they face in the various roles she has fulfilled in building relationships with our youth.

Jenny is to be commended on the level of self-growth achieved in a short period with our Club. As with her business professional life, Jenny sets very high personal goals; her level of purpose and ability to instill self-belief in others contributes to her effectiveness in varied situations.

Jenny is team-orientated in her involvement with tasks, ensuring each member is aware of expectations, contributions and output. She has highly developed inter-personal skills at leadership level, whilst at the same time her relatability is a primary positive strength.

Jenny Simms is highly recommended to this position.

Yours in Rotary,
Warwick Paske
President 2006/2007
Rotary Club of Ulverstone West Email: wpaske@bigpond.com

Further References available upon request:

Paul Grubb, District 9830 2005 Past District Governor - grubbfamily@bigpond.com

Kevin Shadbolt, District 9830 2004 Past District Governor - kevinshadbolt@bigpond.com