



ORD VALLEY ABORIGINAL HEALTH SERVICE

Aboriginal Corporation

ICN 275

1125 Ironwood Drive KUNUNURRA WA 6743

PO BOX 216 Kununurra WA 6743 Phone 08 9166 2200 Fax 08 9168 2053

JOB DESCRIPTION FORM

1. GENERAL DETAILS

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| Position Title | Midwife |
| Area/Unit | Maternal & Child Health |
| Reports to | Health Operations Manager |
| Award | ACCHS - Modern Award |
| Employment type | Full time |

2. POSITION OVERVIEW:

- Provide primary health care services to clients, at the clinic and in the community, focusing on antenatal and postnatal care.
- Ensure the focus of care is on the needs of Aboriginal clients within the context of their cultural identity and social circumstances.
- To work as part of the OVAHS team in providing a quality and client focused environment.

3. PREREQUISITES AND KEY SELECTION CRITERIA

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| Essential | <ol style="list-style-type: none">1. Current registration with the Australian Health Practitioners Regulatory Authority – (AHPRA) as a Midwife with at least 2 years post graduate midwifery experience.2. Practice within clinical standards and quality of care, which is effective, efficient and in accordance with best practice and agreed standards and policies.3. Knowledge and understanding of the issues pertaining to the health of Aboriginal people in rural and remote areas.4. Demonstrated knowledge of Aboriginal Community Controlled Health Organizations.5. Demonstrated knowledge of the Medicare Benefits Schedule.6. Demonstrated competent nursing and midwifery practice applicable to a remote area health service.7. Demonstrate effective interpersonal skills, written and computing skills.8. Understanding and application of quality and risk management principles to practice.9. Able to function as a team member and the experience to work without supervision.10. Are able to work for short periods under extreme weather conditions when on outreach and community visits. |
| Desirable | <ol style="list-style-type: none">1. Previous experience working in a primary health care2. Post graduate certificate in related field such as child or women's |

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| | health 3. Dual Registered Nurse Registration. |
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4. LEGAL COMPLIANCE

- Current National Police Clearance
- Current Working with Children's Check
- Current driver's license
- Current AHPRA Registration

5. POSITION DUTY STATEMENT

1. Be accountable for the safe, efficient and effective use of culturally appropriate resources, including assisting with forward planning for OVAHS.
2. Provide comprehensive midwifery care, support and education to support women to achieve optimal levels of health during pre-conception, antenatal and postnatal periods.
3. Collaborate with relevant agencies/services and act as a client advocate for the provision of early prevention and intervention programs/plans to achieve desired health outcomes.
4. Provide education to clients to assist them in understanding and managing health conditions and treatments.
5. Review client data and make recommendations for ongoing care to medical officers.
6. Participate in the development and implementation of health programs as required.
7. Contribute to Medicare benefits schedule items for Antenatal checks.
8. Provide education, screening and referral for clients to encourage and support a healthy pregnancy including FASD prevention, QUIT Smoking in pregnancy, and Psychosocial risks.
9. Participate in the development, presentation, evaluation and written reports of health programs and services.
10. Participate in ongoing training by OVAHS and other agencies as required.
11. Promote OVAHS service areas: Sexual Health, Maternal and Child Health, Women's Health and the Social Support Unit, FASD and TIS programs to clients and initiate referrals.
12. Provide support and assistance to visiting Specialists, Allied Health Staff and other health agencies.
13. Work with external agencies to deliver best practice client care including: Community Health, Mental Health, Department of Child Protection and family support, Environmental Health, and Hospital Services.
14. Maintain a clean and hygienic environment in the clinic and participate in maintaining, restocking, calibrating and replacing clinic stores and equipment.

6. ALL STAFF DUTY STATEMENT

General Duties

- Follow the policies and procedures documented in the OVAHS Quality Management System (QMS) and practice in accordance within guidelines, standards, code of

ethics/conduct and statutory requirements applicable to your role as an OVAHS employee.

- Behave in a manner appropriate and respectful to local culture including gender sensitivities during work time and while representing OVAHS in the community.
- Participate in professional development activities and supervision as required.
- Undertake specific after hours work, including attendance at training as required.
- Attend internal and external meetings as requested.
- Undertake relevant and appropriate multi-functional duties.
- Report relevant clinical cases or issues to line manager which may have possible legal implications.
- At all times maintain a professional relationship with patients, other employees and visitors to OVAHS.
- Promote positive public relations with patients, peers, government and non-government agencies and services to achieve equitable outcomes for patients.
- Perform other duties as directed by Senior Management.

Governance: Organisational Safety and Quality Requirements

- Participates in the maintenance of a safe work environment and recognises acts on risks.
- Participates in an annual performance development review.
- Supports the delivery of safe and effective patient care and the consumers' experience including participation in continuous quality improvement activities in accordance with the requirements of the ISO 2015: 9001 and RACGP Accreditation and the delegations on the Quality Management System (QMS).
- Completes mandatory training (including safety and quality training) as relevant to role.
- Performs duties in accordance with credentialing, Government Standards of Health Care Provision, OVAHS Organisational and, Area / Program specific policies and procedures.
- Abides by the OVAHS Code of Conduct, National Health Practitioners Boards' Codes and Guidelines, Occupational Safety and Health Legislation, Disability Services Act, Road Traffic Act and the Equal Opportunity Act.

Governance: Cultural Safety and Quality Requirements

- Participate in cultural safety and competence training and staff development.
- Respect and abide by the direction of Aboriginal employees in matters related to cultural safety.
- Support language access and communication.
- Forward grievances and complaints to allocated Senior Aboriginal employee.
- Support the input and participation, from the Aboriginal community and patients, in the development of continuous quality improvement in culturally safe services.

Administrative Duties

- Maintain statistics, administrative records and client documents as per OVAHS policies and procedures.
- Produce report for OVAHS and funding bodies as required.
- Ensure maintenance of equipment and resources, including clinical equipment, IT equipment, vehicles and phones.
- Perform office duties including, but not limited to, photocopying, faxing, laminating, processing paperwork and produces minutes for meetings as requested.

NOTE: This job description is not intended to be all-inclusive. Employees may perform other related duties as negotiated to meet the ongoing needs of the organisation.

7. Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Name:

Position:

Signed: _____ **Date** ____/____/____

Name: Graeme Cooper

Position: Chief Executive Officer

Signed: _____ **Date** ____/____/____

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| NAME | DATE APPOINTED TO POSITION | SIGNATURE | DATE |
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