**Job Description**

Pika Wiya Health Service Aboriginal Corporation is an Aboriginal Community Controlled Health Organisation which provides culturally appropriate, comprehensive Primary Health Care Services, social support and training opportunities to all Aboriginal and Torres Strait Islander people in Port Augusta and the surrounding catchment area, with clinics located at Dartmouth Street, Port Augusta, Davenport, Copley and Nepabunna.

|  |
| --- |
|  |

|  |  |
| --- | --- |
| **Title of Position** | **Community Registered Nurse/Midwife** |

|  |  |
| --- | --- |
| **Classification** | **RN/RM 2 Level 1** |

|  |  |
| --- | --- |
| **Type of Appointment** | **Contract (varied)** |

|  |  |
| --- | --- |
| **FTE** | **1.0** |

|  |
| --- |
|  |

**Job Description Approval**

…………………………………………… …..…/……../…….

**CEO Date**

JOB SPECIFICATION

|  |
| --- |
| 1. Summary of the broad purpose of the position in relation to the organisation’s goals:
 |

Pika Wiya Health Service Aboriginal Corporation aims to support safe nurturing environments for Aboriginal women, infants and children, increase uptake and utilisation of appropriate services with an emphasis on early intervention and prevention, and to facilitate coordination of care and positive experiences for clients to encourage continued engagement with services for better health outcomes.

The primary role of the Community Registered Nurse/Midwife is to:

* Facilitate the provision of coordinated, safe and effective antenatal and postnatal care, health counselling and primary health care to Aboriginal women and their families, in partnership with Aboriginal Health Workers and Practitioners, doctor’s and maternal services.
* Provide support to Aboriginal clients and families, through assessment and appropriate referrals to internal and external service providers.
* Coordinate and participate in home visiting where appropriate.
* Develop and implement culturally appropriate groups for young women.
* In partnership with the Aboriginal Health Workers (AHW) and Aboriginal Health Practitioners (AHP), develop and maintain suitable, evidence based, health promotion and information resources for pregnant Aboriginal women and their families.
* Ensure that all members of the Aboriginal family groups we service have adequate immunisation coverage
* Contribute to quality management systems and continuous improvement processes

|  |
| --- |
| 1. Reporting/Working Relationships (to whom the person reports, staff for whom the person is responsible and other significant connections and working relationships within the organisation:
 |

The Community Registered Nurse/Midwife:

* Reports to the Deputy CEO
* Maintains a close working relationship and teamwork with the Women’s and Children’s Health Unit team, including Aboriginal Health Workers/Practitioners, General Practitioners, other Registered Nurses/Midwives, Transport Officers and ancillary employees
* Maintains cooperative and productive working relationships within all members of the health care team of PWHSAC
* Works collaboratively with external agencies who may be involved in maternal & infant care or children’s health services

|  |
| --- |
| 1. Special Conditions:
 |

* All employees, visiting specialists and contract workers are expected to complete Cultural Safety Training and practice within the PWHSAC Cultural Responsiveness Framework.
* Appointment is subject to a satisfactory national Police/Criminal Record Check and any other relevant background checks determined by area of work, obtained through the Screening Unit, Department for Communities and Social Inclusion (DCSI). All checks to be renewed every 3 years thereafter from date of issue prior to the due date to enable continuity of employment.
* All employees are required to participate in the organisation’s Professional/Performance Development Program which will include a regular review of the incumbent’s performance against the responsibilities and key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to Pika Wiya Health Service Aboriginal Corporation values, strategic directions and the Code of Conduct.
* All employees are required to participate in random drug testing strategies that may apply according to the Alcohol and other Drugs in the Workplace Policy.
* All employees are required to actively participate in Continuous Quality Improvement activities including Plan, Do, Study, Act (PDSA) cycles in line with organisation goals and strategies and in compliance with funding agreements.
* All employees must be aware of, and abide by, the requirements of the Work Health and Safety Act 2012, taking reasonable care of their own safety and the safety of others in the workplace.
* Contribute to the maintenance of a healthy, safe and equitable working environment by maintaining knowledge of and adhering to the principles and standards of Equal Employment Opportunity legislation that ensures all employees in the workplace are treated in a fair and equitable manner, free from discrimination, bullying and harassment.
* Ensure secure management of organisational data and files and compliance with privacy policies and legislation
* Some out of hours work and intrastate travel may be required necessitating overnight absences and may include the attendance at relevant workshops/ seminars. All accumulated time in lieu is expected to be managed and will be negotiated as per enterprise agreement.
* A current S.A. driver’s licence is essential

|  |
| --- |
| 1. Statement of Key Outcomes and Activities:
 |

|  |  |
| --- | --- |
| Key Outcomes | Associated Activities (Performance Measures) |
| Provision of culturally appropriate, best practice, evidence based women’s health, maternal, infant and child care including primary prevention and health promotion | * Work proactively with the Aboriginal Health workforce to provide high quality perinatal care to clients of PWHSAC
* Assess patients/clients needs, plan, implement and coordinating appropriate service delivery options and communicate and document changes in condition and care
* Provide Health Checks to women and children including MBS item 715 checks, women’s health checks & STI screening
* Provide a range of screening, treatment and education relating to all aspects of women’s health and reproductive care according to best practice in the SA Perinatal Practice Guidelines in conjunction with the Minymaku Kutju Tjukurpa Women’s Business Manual
* Assist women with family planning education and contraceptive options
* Refer clients to, actively work with and maintain liaison with internal and external child and family health services (e.g. Port Augusta Hospital maternity services, community organisations and agencies etc.), that provide complementary services, to support outcomes and continuity of care for clients.
* Assist with outreach services and provide maternity services at other PWHSAC clinics as required
* Participate in PWHSAC events to support community engagement, and utilisation of women’s health and perinatal care services including the provision of health promotion activities relating to women’s and children’s health, consumer resource development and facilitation of consumer groups
* Support joint community consumer/provider advisory groups
* Ensure women and young children have up to date immunisation coverage according to the National Immunisation Program schedule
* Follow the New Directions Mothers & Babies and Connected Beginnings Action Plan to ensure delivery of Program aims
 |
| Maintenance of accurate and relevant clinical records and data to support client care and reporting to funders | * Appropriate use of clinical items in Communicare which best reflect the care received by the client
* Generate referral lists from Communicare across specialist areas and maintain a database for each specialist area to track assessments, treatment and follow-up referrals.
* Generate and manage lists of relevant recalls on Communicare
* Maintain accurate client records, action recalls, and complete relevant administration tasks and data entry as required in the delivery of care
 |

**Acceptance Statement**

I have read and understand the Terms and Conditions of the above Job & Person Specification, and in accepting the position, agree to the requirements therein.

I further acknowledge a review of this Job & Person Specification will be undertaken annually.

………………………………… …….. ……………………………………….

(Employee Signature) (Witness Signature)

………………………………………. ………………………………………

 (Employee Name) (Witness Name)

 ..….../…..…/…..… (Date)

**Pika Wiya Health Service Aboriginal Corporation**

PERSON SPECIFICATION

|  |
| --- |
| Essential Minimum Requirements |

Education/Qualifications:

* Current Registration as a Nurse and Midwife within Australia with the Australian Health Practitioner Regulation Agency (AHPRA) with no restrictions or special conditions to practice.
* Current First Aid certificate or training.
* Current ‘About Giving Vaccine’ certificate (AGV) or willing to work towards
* Current Basic Life Support certificate (BLS).
* Current Child Safe Environments certificate (or willing to work towards)
* Immunisation certified (or willing to work towards)

Experience:

* Relevant post registration experience of at least 3 years.
* Demonstrated experience in the delivery of antenatal and postnatal care to Aboriginal and Torres Strait Islander women, including demonstrated understanding of culturally sensitive practices.
* Demonstrated experience working in partnership with Aboriginal health professionals and provide mentoring and support.
* Demonstrated high level of capacity to work within a multi-disciplinary approach and contribute to an integrated approach to complex client care.
* Demonstrated experience negotiating and maintaining positive working relationships and client pathways across a complex health system environment at primary, secondary and tertiary levels.
* Experience in development and delivery of health promotion programs.

Knowledge:

* Demonstrated in depth understanding of Primary Health Care principles and practices.
* Demonstrated knowledge of the specific health and social determinants impacting on Aboriginal women’s health and pregnancy outcomes.
* Good knowledge and understanding of Infection Control policies and procedures.
* Good knowledge of the National Immunisation Program and the ACIR register.

Personal Skills/Abilities:

* Demonstrated integrity, reliability, flexibility and self-motivation.
* Demonstrated ability to work autonomously, demonstrate well developed organisational skills including the ability to prioritise workloads to meet deadlines.

|  |
| --- |
| Desirable Requirements |

Education/Qualifications:

* Tertiary degree in the field of Nursing, Midwifery, Public Health or similar
* Current Paediatric Emergency Care certificate (PEC)
* Current Pharmacotherapeutics certificate
* Advanced Life Support (ALS) certificate
* Remote Emergency Care certificate (REC)
* Certified Pap Smear Provider

Experience:

* Experience working with Aboriginal families in a community environment.
* Previous experience working in an Aboriginal Community Controlled service
* Project management experience