



NUNKUWARRIN YUNTI OF SOUTH AUSTRALIA INC

182 – 190 Wakefield St, ADELAIDE 5000

JOB & PERSON DESCRIPTION

POSITION TITLE:	CLASSIFICATION LEVEL:**
Aboriginal Health Worker / Aboriginal Health Practitioner (Maternal and Child Health)	NY Collective Agreement Health Services Level 3/4
PROGRAM:	UNIT:
Maternal and Child Health (Strong Mums Solid Kids)	Women Children and Family Health Service
TENURE/STATUS:	LOCATION (if other than Wakefield Street Adelaide):
Part Time	Wakefield Street and outreach service locations including Brady St Elizabeth Downs, external agency service sites and home visiting services
POSITION REPORTS TO:	WORKS CLOSELY WITH:
Maternal and Child Health Coordinator	Other members of the WCFH team, PCS service delivery staff (health workers, nurses, GPs, visiting allied health and medical specialists), Clinical Administration Officer, medical reception and transport staff, and key staff of the <i>Towilla Purruttiappendi</i> social health team.

Note: Position title and level subject to status of professional registration and scope of practice of incumbent. Job and Person Specification will be adapted accordingly

1. PURPOSE STATEMENT

Nunkuwarrin Yunti aims to promote and deliver improvement in the health and wellbeing of all Aboriginal and Torres Strait Islander people in the greater metropolitan area of Adelaide and to advance their social, cultural and economic status. The Organisation places a strong focus on a client centred approach to the delivery of services and a collaborative working culture to achieve the best possible outcomes for our clients.

The Women Children and Family Health Service aims to support safe nurturing environments for pregnant women, infants and children, increase uptake and utilisation of services with an emphasis on early intervention and prevention, provide streamlined coordinated care and positive experiences for clients to encourage continued engagement with services.

Working under general direction of the Maternal Child Health Coordinator, the primary role of the Aboriginal Health Worker / Aboriginal Health Practitioner (Maternal and Child Health) is to:

- Effectively communicate information about maternal, infant and child health messages to promote good health and development
- Engage clients early in maternal, infant and child health care, monitor healthy growth and development of individuals, including their physical, social and emotional wellbeing, and ensure protection from preventative infections and disease
- Coordinate and manage service responses for individuals to complex/ongoing needs and continuity of care
- Help facilitate internal and external referral and ongoing engagement with a range of social and specialist services as needed
- Support engagement of individuals and families in opportunities to access information, resources and share experiences through group activity, community support networks and other relevant services

2. KEY RESPONSIBILITIES/DUTIES

KEY RESPONSIBILITIES (Outputs of the job)	KEY ACTIVITIES (How will the responsibilities be carried out?)
Health promotion and community engagement	<p>Provide up to date information and education to individuals, groups and the wider Aboriginal community:</p> <ul style="list-style-type: none"> • Participate in targeted health promotion and community engagement activities • Promote the benefits of healthy growth and development, healthy social-emotional development and healthy lifestyles and environment • Promote the importance and benefits of general preventative health assessments and immunisation and ensure access to these services
Direct care for clients and families	<ul style="list-style-type: none"> • Provide client care in line with agreed best practice guidelines and service protocols: <ul style="list-style-type: none"> ○ regular health screening and assessments, health checks and immunisations, parenting support ○ cultural support and advocacy for clients and their families and advocate for them to promote culturally appropriate interventions • Support women and their families to access referral services and link families to community supports • Link families to childcare and early learning environment programmes • Play a key role in coordinating care for clients and their families: <ul style="list-style-type: none"> ○ Contribute to development and review of care plans ○ Coordinate targeted clinics to ensure timely access to allied health and visiting specialist medical services ○ Liaise and advocate with external agencies for client access to services and follow-up of care ○ Attend multi-disciplinary meetings, contribute to case review and case conferences ○ Participate in multidisciplinary case conferences and care reviews ○ Manage registers, recall, reminders and follow up of care • Ensure accurate client information in Communicare and client privacy and confidentiality is maintained at all times • Ensure appropriate use of Medicare claimable items • Contribute to reviewing practices and systems and participate in discussions to identify and recommend opportunities for improvement of the service
Team & Organisational Activities	<p>Maintain a positive working relationship with others and participate in working groups and activities:</p> <ul style="list-style-type: none"> • Contribute to and support a positive team morale • Actively and regularly participate in team planning activities and meetings • Contribute to the development and implementation of service policies and procedures • Develop and maintain effective internal and external networks in a professional manner • Participate in internal working groups, committees and organisational activities where requested

KEY RESPONSIBILITIES (Outputs of the job)	KEY ACTIVITIES (How will the responsibilities be carried out?)
	<ul style="list-style-type: none"> • Promotes and presents a positive image of Nunkuwarrin Yunti to other staff, clients and the community in general • Ensure compliance with a range of administrative practices: <ul style="list-style-type: none"> ○ Maintain timely and accurate documentation consistent with professional standards ○ Provide regular statistical and other reports as requested ○ Ensure secure management of organisational data and files and compliance with privacy policies and legislation
Professional Responsibilities	<ul style="list-style-type: none"> • Practice as an AHW/AHP in accordance with relevant legislation, professional standards and evidence in all practice and accept professional responsibility and accountability for all actions and decision making within scope of practice • Attend professional development training courses and activities to maintain and update clinical knowledge and skills as appropriate • Participate in regular performance development reviews • Attend professional meetings as required such as reflective practice, multi-disciplinary meetings and debriefings • Actively participate in workplace practice supervision

3. SELECTION CRITERIA

ESSENTIAL – includes qualifications, skills, experience and knowledge.

- Minimum qualifications Certificate IV in Aboriginal Primary Health Care (Practice)
- Minimum two-three years demonstrated vocation experience in maternal, infant and / or child health
- Sound knowledge of the issues affecting Aboriginal and/or Torres Strait islander families and an ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander people
- Well-developed clinical skills with a general knowledge of maternal, infant and / or child and family health
- Sound knowledge of best practice approaches to comprehensive primary health care
- Ability to participate in the development and coordination of care plans
- Current Medicare Provider Number, or eligibility to obtain one
- Demonstrated ability to undertake various health work activities requiring a high level of knowledge and skills, including quality improvement activities
- Experience in the use of computer software, especially Patient Information Recall Systems (eg Communicare, Medical Director) and other databases
- Ability to use professional judgement to prioritise care and organise workloads

DESIRABLE

- Professional registration with AHPRA
- Certificate IV in Aboriginal Primary Health Care (Aboriginal Maternal and Infant Care - AMIC) or other recognised certification in the area of maternal and / or child health
- Experience in case management and care coordination
- Experience in continuous quality improvement activities
- Experience in the development of models of care and service processes and procedures
- Immunisation qualification / training

4. APPOINTMENT CONDITIONS

Special Conditions and Status

1. Part time position, 19 hours per week (0.5FTE).
2. The tenure in this position is subject to funding continuing.
3. Some out of hours work may be required.
4. Some intrastate travel may be required.
5. Appointment is subject to a satisfactory National Police Clearance Certificate.
6. Unless filled internally, subject to 6 months satisfactory probationary period.
7. Salary Sacrifice, Superannuation Employer contribution.
8. Current SA Driver's Licence and willing to drive in the course of work activities.
9. Conditions of employment are in accordance with Nunkuwarrin Yunti of South Australia's Enterprise Agreement.

5. PERFORMANCE/SKILL STANDARDS

Performance will be measured and assessed against objectives set out during the performance agreement and in alignment with the job and person specifications for the role.

6. WORK HEALTH AND SAFETY

Follow defined work health and safety legislation, and Nunkuwarrin Yunti's policies and procedures related to the work being undertaken in order to ensure own safety and of others in the workplace.

Take such action as is within your competence and responsibility to report or make recommendations to a higher level representative as you deem necessary, to avoid, eliminate or minimise hazards of which you are aware in regard to working conditions or practices.

Keep work areas in a safe condition and report any near accident, accident or injury, which arises in the course of your work.

7. EQUAL EMPLOYMENT OPPORTUNITY

Responsibility Statement

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.

Recognise that confidentiality will be abided by at all times in line with Organisational policy and respect the cultural sensitivity of all clients/customers of Nunkuwarrin Yunti of South Australia Inc.

Abide by the policies and procedures of Nunkuwarrin Yunti of South Australia Inc.

8. CERTIFICATION

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

Duties and responsibilities for this position should not be considered definitive. Duties may be added, deleted or modified, in consultation with staff, as necessary.

Employee Statement:

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

Name

Signature

Date

Job and Person Description Approval

Date approved: / /

PROGRAM MANAGER Name: Signature:	CHIEF EXECUTIVE OFFICER Name: Signature:
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