



NUNKUWARRIN YUNTI OF SOUTH AUSTRALIA INC

182 – 190 Wakefield St, ADELAIDE 5000

JOB & PERSON DESCRIPTION

POSITION TITLE:	CLASSIFICATION LEVEL:
Senior Project Officer (ANFPP)	Corporate Services Level 6
PROGRAM:	UNIT:
Australian Nurse Family Partnership Program (ANFPP)	Women, Children and Family Health
TENURE/STATUS:	LOCATION (if other than Wakefield Street Adelaide):
6 Month Contract	Mile End, Western and Northern suburbs of Adelaide, Nunkuwarrin Yunti's Brady St site at Elizabeth Downs
POSITION REPORTS TO:	ANFPP STAFFING RESPONSIBILITIES:
Middle Manager, Women Children and Family Health	Nil
WORKS CLOSELY WITH:	
Nurse Supervisor, Aboriginal Family Partnership Workers, Nurse Home Visitors, ANFPP Administration Officer Health Service Team Managers, Leaders and Coordinators and Middle Manager and staff of the QSR Unit	

1. PURPOSE STATEMENT

Nunkuwarrin Yunti aims to promote and deliver improvement in the health and wellbeing of all Aboriginal and Torres Strait Islander people and their families 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 clients.

Australian Nurse-Family Partnership Program (ANFPP) is an evidence-based program of sustained and scheduled home visiting by Nurse Home Visitors (NHVs) and Aboriginal Family Partnership Workers (AFPWs) for Aboriginal families in Australia. The Program begins during the antenatal period and continues until the child is two years old. The program supports voluntary clients to improve their personal health and wellbeing, environmental health, increase their self-efficacy, and improve the health and development of their children.

The key function of the role is to coordinate a specialised and complex project to integrate the ANFPP into the Organisation's operations and long term goals. Under the limited direction of the Middle Manager, Women Children and Family Health, the Senior Project Officer (ANFPP) will:

- Develop a detailed Project Management Plan based on required outputs of the Project
- Provide advice on policy matters and contribute to their development
- Establish key ANFPP operational work procedures and practices in line with Nunkuwarrin Yunti's policy framework and Clinical and Practice Governance systems
- Ensure ANFPP procedures and processes comply with the ANFPP model, including Program adaptation for the Aboriginal and Torres Strait Islander community in Adelaide
- Negotiate on matters of significance to the Organisation with other bodies and/or members of the Aboriginal community to ensure the development of collaborative partnerships
- Exercise professional judgement based on knowledge of state-wide and national initiatives related to prevention and early intervention services for maternal health and early childhood development and acquired knowledge of the ANFPP

2. KEY RESPONSIBILITIES/DUTIES

Identify the significant services of work, which are the key outputs of the position

KEY RESPONSIBILITIES (Outputs of the job)	KEY ACTIVITIES (How will the responsibilities be carried out?)
Program establishment to achieve program goals, outcomes and objectives	With support from the Middle Manager, Women, Children and Family Health: <ul style="list-style-type: none">• Complete an environmental scan and develop the program's Community Engagement and Stakeholder Engagement strategies• Support early community engagement activity inclusive of development of a network of Program champions and sponsors• Develop the program's Communication and Marketing Strategy and work with ANFPP team to adapt promotion materials within branding requirements• Identify service partnerships and referral pathways through stakeholder engagement and assist with development of Memorandum of Understandings or Service Level Agreements as required• Develop appropriate and relevant procedures, guidelines and work processes in line with ANFPP requirements and Nunkuwarrin Yunti organisational systems and processes, eg home visiting, client consent processes, client feedback processes, case conferencing and referral processes• Support the Nurse Supervisor to develop a formal induction and training program for ANFPP staff
Sector Engagement, Coordination and Linkages	<ul style="list-style-type: none">• Develop and maintain effective relationships with external stakeholders and strategic partners including key Aboriginal agencies• Represent the Organisation as required on committees, reference groups, leadership groups and provider networks
Individual, Team & Organisational Activities	<ul style="list-style-type: none">• Practice in accordance with relevant legislation and accept professional responsibility and accountability for all actions and decision making within scope of the role• Maintain positive and productive working relationships and manage conflict resolution as needed• Participate in internal working groups, committees and activities• Promote and present a positive image of Nunkuwarrin Yunti to other staff, clients and the community in general• Ensure compliance with a range of administrative and business practices which support the Women, Children and Family Health Unit and other Nunkuwarrin Yunti services

3. SELECTION CRITERIA

ESSENTIAL – includes qualifications, skills, experience and knowledge.

- A relevant degree or diploma, or less formal qualification with substantial experience to sufficiently perform the role at this level
- Knowledge and understanding of issues which may impact on Aboriginal and Torres Strait Islander maternal child and family wellbeing
- Ability to communicate sensitively and effectively with Aboriginal and Torres Strait Islander people
- Experience in project management or significant experience within a project-team environment and change management environment

- Ability to develop program specific policy, protocols and processes within a finite time whilst maintaining program fidelity
- Demonstrated ability to work under limited direction, with high level planning and organisational skills, and to set realistic goals, establish work priorities and work to deadlines
- Ability to build and maintain working relationships and networks and to liaise and negotiate with as variety of internal and external stakeholders
- Demonstrated ability to work effectively as part of a collaborative multi-disciplinary, multi-cultural team within a fast changing environment with a number of parallel projects
- Excellent written, interpersonal and communication skills, including public presentation, relationship management and consultation
- Knowledge of WHS legislation and principles

DESIRABLE

- Sound knowledge and understanding of Aboriginal culture and Aboriginal social/health issues and extensive experience working with Aboriginal people, organisations and communities
- Experience in structured evidence-based outcome-focused service models for women, children and families

4. APPOINTMENT CONDITIONS

Special Conditions and Status

1. Short Term Contract
2. Some out of hours work may be required.
3. Some intrastate travel may be required.
4. Appointment is subject to a satisfactory National Police Clearance Certificate.
5. Demonstration of progress against agreed work plans.
6. Salary Sacrifice, Superannuation Employer contribution.
7. Current SA Driver's Licence and willing to drive in the course of work activities.
8. 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: / /

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