



## Puntukurnu Aboriginal Medical Service

### Job Description Form (JDF)

<b>Position Title:</b>	Endorsed Midwife
<b>Reporting To:</b>	Project Coordinator – Upstream Health
<b>Award:</b>	<i>Nurses Award 2020 (Cth)</i>
<b>Award Classification:</b>	Registered Nurse Level 2 (RN 2)
<b>Hours:</b>	1.0 FTE 75 Hours per Fortnight
<b>Direct Reports:</b>	3
<b>Effective Date :</b>	25 January 2023
<b>Review Date:</b>	25 January 2024

### Position Overview

The Endorsed Midwife reports to the Project Coordinator – Upstream Health (with clinical supervision by Clinical Manager – Newman Clinic) and is directly accountable to the Chief Executive Officer (CEO). The Endorsed Midwife is responsible for:

- Providing on-the-ground leadership of the Upstream Health Program, including implementing an enhanced model of maternal and infant care that is culturally secure, trauma-informed and provides continuity of care wherever possible where pregnant women are identified as early as possible in their pregnancy and supported through the antenatal and postnatal periods by the PAMS Endorsed Midwife and Family Support Workers;
- Supervising and working in partnership with local Aboriginal women employed as Family Support Workers;
- Providing culturally appropriate and clinically excellent care and support to pregnant women, their families and infants, to promote healthy pregnancy and improve birth outcomes;
- Ensuring care coordination for pregnant women across internal PAMS programs and external services including antenatal care and birthing services in Hedland and Perth, community social supports, Western Australian Country Health Service (WACHS) Child Development Service and visiting medical specialists and allied health services; and
- Contributing to the evaluation and ongoing improvement of the Upstream Health Project.

As per Section 30 of the *Sex Discrimination Act 1984* (Cth) Puntukurnu Aboriginal Medical Service (PAMS) seeks to employ a female Endorsed Midwife for the effective and culturally appropriate delivery of services to the Martu and Niyaparli people.

## **Position Responsibilities**

### **A. Service Planning and Development:**

In conjunction with the Project Coordinator - Upstream Health, Endorsed Midwife/Midwife (Hedland) and Family Support Workers:

- Establish, monitor and continually improve the delivery of the Upstream Health Program;
- Implement an enhanced model of maternal and infant care that is culturally secure, trauma-informed and provides continuity of care wherever possible;
- Develop strong relationships with relevant external services including Wirraka Maya Aboriginal Health Service, Hedland Health Campus and King Edward Memorial Hospital;
- Partner with the Ngangk Yira Institute for Change to implement and evaluate the *Baby Coming You Ready?* Program;
- Support the collection, collation and synthesis of data for purposes of program evaluation as well as to inform continuous quality improvement across the Upstream Health Program;
- Review individual and population data at regular intervals, identifying patterns of access of First Nations pregnant women to antenatal care, and develop strategies with the broader Upstream Health team to address identified gaps;
- Communicate and collaborate with internal services to provide comprehensive support to women and their families;
- Accurately document information in client files;
- Ensure maintenance and confidentiality of personal health information in keeping with PAMS' Policies and Procedures; and
- Identify opportunities for generation of income to support sustainable operation of services including Medicare billing, where appropriate.

### **B. Clinical Care:**

Under the clinical supervision of the Clinical Manager – Newman Clinic and at the direction of the Project Coordinator Upstream Health:

- Provide comprehensive, culturally appropriate, trauma-informed and evidence-based antenatal and postnatal care within a variety of settings including (but not limited to) PAMS clinics, community locations and the home;
- Work with pregnant women to complete Baby Coming You Ready? and support the women to implement their action plans;
- Ensure women have a current, completed 715 health check (and other checks as and when appropriate);
- Work with the Endorsed Midwife/Midwife (Hedland) and the PATS team to ensure the woman's journey to give birth and return home is as smooth as possible;

- Ensure a formal handover to the Child Health Nurse/s at 6 weeks post-delivery;
- Contribute to the initiation and development of GP Management Plans/Team Care Arrangements and GP Mental Health Care Plans for women with chronic and continuing health needs, including mental health conditions; and
- Work flexibly in response to family needs to ensure clinic appointments are scheduled appropriately, patients are informed and reminded of upcoming appointments, and patients are assisted to access the clinic with transport as needed.

### **C. Working with Families**

In conjunction with Family Support Workers:

- Oversee the ongoing development and refinement of community engagement activities aimed at increasing promotion, awareness, access and uptake of perinatal and child health and development supports;
- Develop trusting relationships through culturally appropriate engagements including regular community visits and on-country trips;
- Facilitate or co-facilitate both structured and unstructured mothers' groups and individual sessions to promote culturally appropriate, effective parenting practices through anticipatory guidance that incorporates the theoretical approaches of attachment and trauma-informed practice; and
- Support mothers to implement their plans developed through Baby Coming You Ready?.

### **D. Clinical Governance and Continuous Quality Improvement:**

Under the clinical supervision of the <insert position> and at the direction of the Project Coordinator Upstream Health:

- Lead implementation of regular monthly Clinical Quality Improvement meetings within the work group;
- Work with relevant PAMS staff to improve Project reporting and data quality, and
- Develop and refine Project objectives, goals and KPIs.

### **E. Financial Management:**

In conjunction with the Project Coordinator Upstream Health:

- Monitor and review service delivery and financial metrics;
- Contribute to the development of the annual service budget for the Upstream Health Project; and
- Ensure that funds are used in accordance with approved budgets, Corporate Policies and Procedures and funding body requirements.

The occupant of this position will be expected to comply with and demonstrate a positive commitment to the highest level of achievement in Equal Employment Opportunity, Work Health & Safety, Code of Conduct, Quality Improvement, Performance Management, Client Focus and Confidentiality throughout the course of their duties.

### **General Responsibilities**

1. Demonstrate a strong commitment to uphold and contribute to the organisation's mission, objectives and values;
2. Comply with all organisational policies and procedures;
3. Support and promote teamwork through open communication, collaboration and contribute to a positive workplace culture;
4. Attend and participate in professional development activities including workshops and training as required;
5. Actively participate in continual quality improvement and the organisation's quality management system;
6. Comply with all applicable legislation including duty of care laws, professional standards, anti-discrimination, bullying and sexual harassment legislation;
7. Attend and participate in Employee Development Days;
8. Participate and comply with all Work Health & Safety responsibilities as per the *Work Safety and Health Act 2020* (WA);
9. Identify and assist to reduce Work Health & Safety hazards and risks; and
10. Follow the reasonable direction of Work Health & Safety representatives.

### **SELECTION CRITERIA**

#### **ESSENTIAL:**

- Current registration with the Australian Health Practitioner Regulation Agency (AHPRA) as a Midwife.
- Demonstrated ability to communicate and empathise with First Nations people living in remote communities;
- Current significant experience in providing midwifery care that is culturally appropriate, trauma-informed and attachment-based;
- Team leadership experience, preferably in a remote setting;
- Demonstrated ability to apply innovative solutions to complex problems in an unpredictable work environment;
- Demonstrated competence in community-based, group facilitation,
- Effective communication skills – written, verbal and interpersonal, and
- Demonstrated high level of professional integrity with regard to client privacy and confidentiality, ethics and creating a culturally safe environment.

### **DESIRABLE:**

- Current registration with the Australian Health Practitioner Regulation Agency (AHPRA) as an Endorsed Midwife (*Note: Midwives who are working towards their endorsement for scheduled medicines (i.e. currently completing a prescribing course) are also encouraged to apply.*);
- The person is of Aboriginal and/or Torres Strait Islander descent and is acknowledged as such by their community;
- Previous experience working within an Aboriginal Community Controlled Health service;
- An advanced knowledge of My Health Record, Communicare and Medicare billing; and
- Experience working within a multi-disciplinary team.

### **APPOINTMENT FACTORS**

<b>Location:</b> Based in Newman, with regular travel to remote communities and within the Pilbara as directed.	<b>Accommodation:</b> As per individual contract of employment
<b>Allowances/Conditions:</b> a) Employment is conditional pending the outcome of: <ul style="list-style-type: none"><li>✚ Federal Police Clearance</li><li>✚ WA Working With Children Check</li><li>✚ Where required comply with legislative checks</li></ul> b) Unencumbered 'C' class Manual Driver's Licence; b) Evidence of COVID 19 Vaccination c) Evidence of Right to Work in Australia	<b>Specialised Equipment Operated:</b> Ability and willingness to drive 4WD vehicles

### **ACKNOWLEDGEMENT**

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

Name	Signature	Date Appointed	Date