

## POSITION DESCRIPTION

*Improving Aboriginal health and closing the*

*gap*

Position Title	Child & Family Health Nurse
Employment Type	As per employment contract
Team	Ngama'Linya Yapa'na - <b>Healthy Start – Child and Family Health</b>
Location	Broken Hill, weekly travel to Wilcannia with overnight stays
Classification	Maari Ma Health Enterprise Agreement –
Date	July 2019, January 2022

### **About Our Organisation:**

Maari Ma is an Aboriginal Community controlled health service, led and managed by a CEO and governed by an all Aboriginal Board of Directors. Our values are community, compassion, culture, empowerment, quality and respect.

We work to improve the health and well-being of Aboriginal people, families and communities. We do this through:

- Healthy Start and Keeping Well programs of the Chronic Disease Strategy focussing on prevention, early intervention and care plan management.
- Social and Community Programs to promote individual and community wellbeing, supporting young people to enjoy life, realise their potential and be all they can be.
- Joining research projects about community safety, chronic disease and quality outcomes.
- Working in partnerships with other organisations in our region such as Far West Local Health District and Far West Primary Health Network.
- Facilitating services that improve the care provided to Aboriginal people with a chronic disease across western and far west NSW through the Commonwealth Government's Integrated Team Care program.

Maari Ma has a Regional Primary Health Care Service with a multidisciplinary general practice in Broken Hill and delivers services and programs collaboratively with local health service staff in communities within the Far West region of New South Wales. Our service approaches are grounded in the Aboriginal concept of health which takes a holistic view incorporating the physical, social, emotional and cultural well-being of individuals, their families and their communities.

### **Service Information – Child & Family Health Programs**

Within the framework of Maari Ma's whole-of- life-course Chronic Disease Strategy, the Child & Family Health team consists of a number of complementary programs which encourages children and their families to recognise and choose healthier attitudes and habits with the aim of reducing lifestyle related chronic disease in later life.

The programs comprising the Child & Family Health service have won awards for working to give children the best possible start in life; supporting pregnant women, mothers, babies and families.

**Purpose of the Position:**

This position will be involved in the provision of quality child and family health services to families caring for children 0-5 years of age. The CFHN will use a strength-based and wellness focus, building on parental confidence and skills through the provision of information, education, resources, guidance and role modeling safe responsive care.

The CFHN will travel regularly to Wilcannia and assist GPs and the visiting Paediatrician to provide child focused services, focusing on ATSI health checks and developmental checks. Overnight stays are required.

**Reporting/Working Relationships:**

- This position reports to the Team Leader Child & Family Services, and works closely with the Healthy Start General Practitioners, visiting Paediatrician, Aboriginal Health Practitioners, Parents and families, Department of Community and Justice (DCJ), Wilcannia staff, other Maari Ma staff and various outside agencies such as the Preschools, Primary and Secondary Schools.

**Employment Conditions:**

- Continued employment is subject to ongoing funding.
- Terms and conditions as outlined in the Maari Ma Health Aboriginal Corporation Enterprise Agreement.
- Appointment and continued employment is subject to a satisfactory National Police History Check and NSW Working with Children Check.
- Current Driver’s License and willing to drive in the course of work activities.
- Maintenance of professional registration with AHPRA.
- Weekly travel to Wilcannia with overnight stays

<b>Key Responsibilities</b>	
<b>Child and Family Health Nursing</b>	<ul style="list-style-type: none"> <li>• Be familiar with the Maari Ma Chronic Disease Strategy, Strategic framework document to improve child development and well-being for Aboriginal children in the far west and the Aboriginal Maternal Infant Health Strategy and apply the principles in everyday work.</li> <li>• The Child and Family Health Nurse (CFHN) practices above the level of a registered nurse, working within a primary healthcare model with families who have infants and/or young children 0-5 years.</li> <li>• Provide quality child and family health nurse services to families within Maari Ma region, focusing on Broken Hill and Wilcannia.</li> <li>• Use a strength -based, wellness focus, building parental confidence and skills through the provision of information, resources, interventions, guidance and role modelling safe responsive care.</li> <li>• Utilise evidenced based screening tools and assessment to identify health variations or vulnerabilities to negotiate an individual care plan and interventions that meet the needs</li> </ul>

	<p>of the family.</p> <ul style="list-style-type: none"> <li>• Work with the GP and visiting Paediatrician to provide care for children with special needs</li> <li>• Liaise with the FWLHD staff to facilitate continuity of care for families</li> <li>• Work in partnership with the Healthy Start AHPs to develop strategies to most effectively access the clients to deliver the child &amp; family program</li> <li>• C&amp;FH Nurse is available as mentor, educator and supervisor for Healthy Start AHP trainees and C&amp;FH students on placement within C&amp;FH clinics</li> <li>• Deliver services in both community and clinic based settings</li> <li>• Maintain Ferret and Medical Director recall systems and manage bookings for clinics and referrals.</li> <li>• Ensure the maintenance of a current population list and identify the target group</li> </ul>
<p><b>Collaborative Care</b></p>	<ul style="list-style-type: none"> <li>• Work collaboratively within the networks of key agencies and community people to support and enhance the Healthy Start program</li> <li>• Recognise the working partnerships are based on ‘two ways learning’. This involves the RN supporting the AHP to develop and extend their knowledge of child health and development while the AHP supports the RN in learning ways of working with local communities</li> <li>• Work collaboratively with other RNs, Midwives, allied health staff, GPs and AHPs, to deliver coordinated and comprehensive clinical care to children and their families.</li> <li>• Attend weekly clinical health meetings to share information regarding each child’s progress with clinicians including GPs.</li> </ul>
<p><b>Working with Schools</b></p>	<ul style="list-style-type: none"> <li>• Work collaboratively with preschools and primary schools to provide continuity of care for children</li> <li>• Provide advice and assistance on the health care needs to specific children to the school and the attached primary health care nurse (with parental consent)</li> <li>• Liaise with the schools to resolve/improve any issues impacting on the child’s health.</li> </ul>
<p><b>NDIS</b></p>	<ul style="list-style-type: none"> <li>• Assess children and prioritise applications for NSIS packages to access funding which enables registered providers to ensure delivery of resources and intervention as necessary and appropriate.</li> <li>• Ensure billing is completed in a timely and efficient manner.</li> <li>• Facilitate a referral to Allied Health and Paediatrician where developmental delays identified within clinical developmental checks.</li> <li>• Identify any children who may require NDIS plans and refer these families for assistance.</li> <li>• Support children and parents to navigate the NDIS system to enable a plan which meets the needs of the family.</li> </ul>

	<ul style="list-style-type: none"> <li>• Discuss with the Team Leader any occasions where children are accessing NDIS therapy with other providers and still accessing allied health services at Maari Ma.</li> </ul>
<b>Health Promotion</b>	<ul style="list-style-type: none"> <li>• Plan and implement screening programs as part of the Healthy Start calendar of activities</li> <li>• Develop pre-school or school based intervention working with education staff to plan, prioritise and deliver intervention jointly; engage parents at school and clinic as appropriate/possible.</li> <li>• Incorporate Lead safe education for families within the clinical setting and in community.</li> </ul>
<b>Administration Activities</b>	<ul style="list-style-type: none"> <li>• Ensure accurate and timely entry of patient progress notes, data and statistics for reporting purposes.</li> <li>• Ensure the secure management of patient and organisational confidential information and compliance with privacy policies and legislation.</li> <li>• Use the databases supported by the organisation to record patient information and other data as instructed.</li> <li>• Maintain patient records for individual treatment sessions</li> <li>• Record daily statistics for all patient contacts to meet funding requirements</li> <li>• Maximise potential revenue by billing for all claimable items as provided by Medicare.</li> <li>• Complete equipment ordering, tracking, maintenance, and collection and cleaning as required.</li> <li>• Develop information and brochures in conjunction with other relevant staff as required.</li> <li>• Assist the team with audits and surveys as required.</li> </ul>
<b>Team &amp; Organisational Activities</b>	<ul style="list-style-type: none"> <li>• Work within a multidisciplinary team of Aboriginal Health Practitioners, Aboriginal Health Workers, Trainees, Medical Practitioners, Specialists, other allied health professionals and external health service providers in order to provide a quality and comprehensive primary health care service to the community.</li> <li>• Promote and support the role of the Aboriginal health workforce as crucial to improving health outcomes of Aboriginal people, and act as a clinical resource and mentor for Aboriginal Health Practitioners and Aboriginal Health Trainees</li> <li>• Provide health care within the AHPRA professional scope of practice and in accordance with recognised clinical standards.</li> <li>• Actively and regularly participate in team planning activities and team meetings.</li> <li>• Actively develop and maintain effective internal and external networks in a professional manner.</li> <li>• Work collaboratively with and support other Maari Ma colleagues where required.</li> <li>• Participate in and support a culture of continuous quality improvement activities.</li> <li>• Participate in working groups, committees and organisational activities where requested.</li> </ul>

	<ul style="list-style-type: none"> <li>• Participate in Maari Ma Health functions and community promotional activities.</li> <li>• Appreciate, respect and value differences within the team and within Maari Ma.</li> <li>• Contribute to and support positive team morale.</li> <li>• Promote and present a positive image of Maari Ma to other staff, clients and the community in general.</li> </ul>
<b>Values and behaviours</b>	<ul style="list-style-type: none"> <li>• Appreciate, respect and value differences within the team and within Maari Ma.</li> <li>• Contribute to and support positive team morale.</li> <li>• Promote and present a positive image of Maari Ma to other staff, clients and the community in general.</li> <li>• Conduct all work in line with Maari Ma's values, which are Community, Compassion, Culture, Empowerment, Respect and Quality.</li> <li>•</li> </ul>
<b>Other / Ongoing</b>	<ul style="list-style-type: none"> <li>• Duties and responsibilities for this position should not be considered definitive. Duties may be added, deleted or modified, in consultation with employees as required, and within the scope of skills, experience, knowledge and competencies.</li> </ul>

## Qualifications, Skills, Experience and Knowledge

### Essential Criteria

- Currently registered with, or eligible to be registered with Australian Health Practitioner Registration Agency (AHPRA) as a Registered Nurse.
- Postgraduate qualification relevant to performing the role of a Child and Family Health Nurse.
- Currently possess or able to obtain within 3 months of commencing employment, authorisation as an immunisation provider in New South Wales.
- Evidence of recent post registration experience working with families and young children.
- Ability to work in a way that fosters mutual respect in a cross cultural environment
- Demonstrated understanding of and commitment to the principles of primary health care and how they relate to maternal and infant health, particularly Indigenous children
- High level of interpersonal and communication skills with the ability to respond effectively to clients who may be challenging to engage.
- Demonstrated knowledge and understanding of the principles of population health and primary health care, especially as they relate to Aboriginal communities.
- Computing skills relevant to the position and competent in the use of information and communication technology including Microsoft Word, email and internet applications and the ability to quickly acquire skills in other applications.
- Current unrestricted drivers licence and a safe driving record.

### Desirable:

- Experience in working with Aboriginal clients and communities.

## Compliance Responsibilities – All Staff

### Professional Development/Performance Review/Feedback

- Participate in learning and development activities to maintain professional knowledge and skills.
- Participate in performance reviews, feedback and information sharing discussions in relation to job satisfaction and communication, continuous improvement, learning and development, innovation, and improving performance.

### Workplace Health and Safety

- **Arrive Safe, Work Safe and Go Home Safe.**
- Make sure you keep your safety and others safety in mind at all times.
- If you notice someone doing something unsafe – care enough about them to ask them to stop or find a safer way.
- If you notice something that is a potential risk or hazard to your safety or others safety – report it.
- Watch out for spills, things in the way of people, and/or equipment that isn't working.
- If you need equipment to do your job safely – make sure you use it. It's there to keep you safe.
- If equipment isn't working properly – tell everyone around you (a sign is often good) and then tell us so we can fix it.
- If you are involved in an incident or are injured tell us straight away.

### Modelling Healthy Workplace Behaviour

Maari Ma has a Smoke Free Workplace Policy and a Workplace Nutrition Policy. All staff have a responsibility to model healthy behaviour and lifestyle at work

### Immunisation Status

This position is Category A – employees who have contact with clients or contact with blood, body substances or infectious material.

### COVID-19 Immunisation

This position is subject to evidence of vaccination against COVID 19.

This must be an Australian Therapeutic Goods Administration approved COVID 19 Vaccination (fully vaccinated and up to date) or approved medical contraindication recorded on the Australian Immunisation register prior to appointment.

### Other Responsibilities

- Behave in a manner consistent with personal and professional workplace standards outlined in the Code of Conduct, human resource policies (including Equal Opportunity, Workplace Bullying and Discrimination & Harassment Policies) and other relevant legislation.
- Abide by the policies and procedures of Maari Ma. These policies and procedures are subject to change and it is the responsibility of each staff member to maintain an awareness and understanding of all policies and procedures.

- Co-operate with the requirements of the Occupational Screening and Vaccination Against Infectious Diseases Policy or, where you elect not to comply, confirm in writing your non-participation and understanding of the risks of non-participation.
- Duties and responsibilities for this position should not be considered definitive. Duties may be added, deleted or modified, in consultation with employees as required, and within the scope of skills, experience, knowledge and competencies.

**Employee Statement**

I have read and understood the information contained in this Position Description.

\_\_\_\_\_

Name

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Signature

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Date