****

**NUNKUWARRIN YUNTI OF SOUTH AUSTRALIA INC**

182 – 190 Wakefield St, ADELAIDE 5000

**JOB & PERSON DESCRIPTION**

|  |  |
| --- | --- |
| **POSITION TITLE:** | **CLASSIFICATION LEVEL:** |
| Child Health Nurse | Nunkuwarrin Yunti Enterprise Agreement 2012, RN2 |
| **PROGRAM:**  | **SECTION:** |
| Maternal Child Health (Strong Mums Solid Kids) | Women Children and Family Health  |
| **TENURE/STATUS:**  | **LOCATION (if other than Wakefield Street Adelaide):** |
| Ongoing 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 Child Health Coordinator | Other members of the WCFH team, PCS service delivery staff (health workers, nurses, GPs, visiting allied health and medical specialists), medical reception and transport staff, and key staff of the *Towilla Purruttiappendi* social health team. |

**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 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. For infants and young children aged 0-5 the focus is on physical health, cognitive, psychosocial and behavioural development to improve the health of Aboriginal children.

Working under the broad direction of the Maternal Child Health Coordinator, the primary role of the Child Health Nurse is to:

* Provide proficient infant child and family nursing services in accordance with best practice standards and guidelines
* Plan, implement and coordinate appropriate service delivery options including those of other disciplines or agencies as required to meet infant and child health care needs
* Provide day-to-day supervision of care within the team and act to resolve local and/or immediate nursing care or service delivery problems
* Demonstrate and promote an approach to practice that supports the implementation and maintenance of systems to protect clients and staff
* Integrate theoretical knowledge, evidence from a range of sources and own experience to devise and achieve agreed client care outcomes
* Engage in continuous quality improvement and change management processes
* Contribute to effective multi-disciplinary teams, communication processes and staff development
* Liaise with external agencies as necessary

**2. KEY RESPONSIBILITIES/DUTIES**

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

| **KEY RESPONSIBILITIES**(Outputs of the job) | **PERFORMANCE MEASURES**(Measures the outcome of the following activities by quantity, quality, or timelines.) |
| --- | --- |
| **Direct Client Care**Delivery of best practice culturally safe infant child and family health care services  | * Ensure infant and child health checks are completed in line with agreed scheduled
* Provide evidence based, contemporary information to parents and families to facilitate optimal parenting practice
* Ensure childhood immunisations are provided according to SA Immunisation Schedule
* Manage outcomes arising from the child health check according to approved protocols and relevant referral pathways
* Collaborate with Nunkuwarrin Yunti staff and parents/carers to develop and monitor children on care plans as required
* Be aware of, support and liaise with community programs and activities that support child health
* Optimise Medicare claiming opportunities for applicable child health services
* Communicate and share expertise and information with other members of the health care team to provide optimal client care
* Liaise with other providers and external agencies for client follow-up and access to services not provided by the Maternal Child Health team
* Maintain positive and productive relationships with Aboriginal children families and communities
 |
| **Support the Health Care Team**Collaborative supportive multi-disciplinary teams  | * Provide day-to-day clinical supervision, education and support for Aboriginal Health Workers/Practitioners and contribute to peer supervision activities
* Provide advice to the Maternal Child Health Coordinator on professional development needs of Aboriginal Health Workers/Practitioners and collaborate in the delivery of clinical teaching, goal setting and learning, and broader training activities and programs
* Ensure timely action to resolve local team service delivery problems
* Contribute to communication processes to manage challenging behaviours/conflict resolution
 |
| **Continuous Quality Improvement**Continuous reflection and improvement in services | * Contribute to planning and coordination of local services as required (e.g. visiting child health specialists and allied health professionals)
* Support quality improvement, change management processes and activities to improve the quality and safety of client care
* Contribute to policy and procedure formulation and implementation relevant to the practice environment
* Contribute to implementation and evaluation of primary health care programs including health and wellbeing research activity
 |
| **Team & Organisational Activities**Committed member of a multidisciplinary team with shared ideas and common goals | * Contribute to effective positive team morale and positive image of Nunkuwarrin Yunti
* Provide technical advice to internal working groups, committees and organisational activities where requested
* Contribute to the development and implementation of service policies, procedures and work instructions
 |
| **Professional Development**Personal and professional development ensures delivery of best practice services | * Practice as a Registered Nurse in accordance with relevant legislation, professional standards and evidence in all practice and accepts professional responsibility and accountability for all actions and decision making within scope of practice
* Maintain continuing professional development
* Proactively engage in workplace practice supervision and other team activities as required
* Proactively engage in regular performance development reviews
 |
| **Administrative Activities**Compliance with a range of administrative and business practices  | * Ensure timely and accurate documentation of clinical notes, consistent with professional standards maintained and statistical and other reports provide as requested
* Manage client data and client files in compliance with privacy policies and legislation
 |

**3. SELECTION CRITERIA**

**ESSENTIAL – includes qualifications, skills, experience and knowledge.**

* Registered with the Australian Health Practitioner Registration Authority (AHPRA) Nursing and Midwifery Board of Australia
* Minimum of three years of demonstrated vocational experience in a Primary Health Care setting consistent with the position’s role and responsibilities
* Demonstrated understanding of the contemporary issues facing Aboriginal people and the impacts these issues have on Indigenous Australian societies and cultures; and
* Demonstrated ability to communicate sensitively and effectively with Aboriginal people
* Demonstrated knowledge and understanding of issues which may impact on maternal child and family wellbeing
* Sound knowledge of best practice guidelines and protocols and well developed clinical skills and specialist knowledge gained through experience, training or education
* Significant experience in the use of electronic client health information management systems (e.g. Communicare, Medical Director or other)
* Proven well-developed written and verbal communication skills and demonstrated ability to liaise and network effectively with a range of health professionals and administrative staff
* Excellent organisational and time management skills, and ability to work autonomously with minimal supervision and show leadership as a member of a multi-disciplinary team
* Demonstrated ability to function within a complex busy workplace and respond to difficult and/or stressful situations in a calm, sensitive and professional manner
* Demonstrated knowledge, skill and experience in continuous quality improvement processes

**DESIRABLE**

* Post-graduate qualifications in child and family health
* Experience working in an Aboriginal Community Controlled Health Service
* Experience in a specialised health area such as disability care, mental health, maternity care
* Experience supporting families with complex needs
* Experience providing supervision, training and support including for students on work placement

**4. APPOINTMENT CONDITIONS**

Special Conditions and Status

1. Part Time 15.2 hours per week.
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 with prior completion of a probationary period, 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. 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: / /**

|  |  |
| --- | --- |
| **MIDDLE MANAGER****Name:****Signature:**  | **CHIEF EXECUTIVE OFFICER****Name:****Signature:** |