



## Durri Aboriginal Corporation Medical Service

Servicing the Macleay and Nambucca Valleys

ABN 52 730 046 875 ICN 27

***With Compliments***

### **Position Application Package**

**Position Name:** ANFPP – Nurse Home Visitor

**Contact Name:** Alicia Stewart

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Durri Aboriginal Corporation Medical Service  
15-19 York Lane  
KEMPSEY NSW 2440  
T: (02) 6560 2300  
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Darrimba Maarra Health Outpost  
PO Box 131  
13/42 Bowra St  
Nambucca Heads NSW 2448  
T: (02) 6598 6800  
F: (02) 6598 6833

**All written communications to be addressed to CEO:**  
**PO Box 136**  
**Kempsey NSW 2440**

## **General Conditions of Employment**

**Position:** ANFPP Nurse Home Visitor

**Award:** Nurses 2020

**Classification:** Registered Nurse Grade 3 level 1- 4

**Salary:** \$85,581 - \$90,244 per annum

**Application:** **Your application should consist of four parts:**

1. Selection criteria - (Your application must address all the selection criteria or your application will be marked unsuccessful)
2. Completed application form
3. Resume
4. Supporting documents

**Completed application to:** [hr@durri.org.au](mailto:hr@durri.org.au)

or

Post marked confidential to:

Application Human Resources  
Durri Aboriginal Corporation Medical Service  
PO Box 136  
Kempsey NSW 2440

**Closing Date:** Thursday 27 October 2022 by 5.00 pm



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## Application Form

Full Name: .....

Address: .....

Email Address: .....

Contact Numbers: .....

Date of Birth: .....

Drivers Licence:  Yes  No Class: ..... Expiry date: .....

Do you identify as Aboriginal or Torres Strait Islander?  Yes  No

Do you identify as having a disability?  Yes  No

Are you an Australian citizen or permanent resident?  Yes  No

Do you have Working with Children check number?  Yes WWCC No: .....

Do you have a current Police check?  Yes Date: .....

Do you have evidence of Vaccinations?  Yes  No

Have you provided evidence of your Qualifications?  Yes  No

Where did you see this position advertised? .....

Referees	Referee 1	Referee 2
Name:		
Title:		
Organisation:		
Contact Details:		
Email Address:		

## Position Description

<b>Position Title:</b> ANFPP – Nurse Home Visitor	<b>Business Unit:</b> Program Management
<b>Reports To:</b> Programs Manager	<b>Direct Reports:</b> NIL
<b>Introduction:</b>	
<p>Durri ACMS aims to promote and deliver improvement in the health and wellbeing of all Aboriginal and Torres Strait Islander people and their families in the Durri Footprint 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.</p> <p>The Maternal Children and Family Health Unit aims to support safe nurturing environments for women, infants children and their families, 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.</p> <p>The Australian Nurse Family Partnership Program (ANFPP) is a licenced adaptation of the Nurse Family Partnership model developed by Professor David Olds at the University of Colorado, USA. It is a program of sustained and scheduled home visiting for first time mothers or mothers parenting for the first time, that begins during the antenatal period and continues until the child is 2 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.</p> <p>The ANFPP involves Nurse Home Visitors and Family Partnership Workers visiting women pregnant with an Aboriginal and/or Torres Strait Islander baby and their families using a therapeutic, partnership approach.</p> <p>The ANFPP National Program Centre (NPC) is responsible for providing extensive education to Program staff from all participating locations engaged by the program and facilitates a national forum for program quality improvement and experiential learning.</p> <p>Further information on the Australian Nurse Family Partnership Program can be found of the following website: <a href="http://www.anfpp.com.au">www.anfpp.com.au</a></p>	
<b>Purpose:</b>	
<p>The position of Nurse Home Visitor will contribute to improving the personal and environmental health, wellbeing, learning and development of Aboriginal and/or Torres Strait Islander children by working in conjunction with experienced Aboriginal and/or Torres Strait Islander Family Partnership Workers using a partnership approach with first-time mothers or mothers parenting for the first time, and their extended families in a culturally sensitive manner through scheduled home visits.</p>	

**Primary Objective:**

The Nurse Home Visitor will report to, and regularly engage in professional supervision with, the ANFP Nurse Supervisor and will function as integral parts of Durri's ANFPP Home Visiting teams. All ANFPP staff will receive intensive training in ANFPP and related materials and, in collaboration with other ANFPP locations throughout Australia and/or overseas, accumulate skills and understanding of ANFPP to assist the functionality and outcomes of the Program for local client families.

- Work closely with Aboriginal and/or Torres Strait Islander Family Partnership Workers to ensure all home visits are arranged and conducted in a culturally respectful and sensitive manner
- Develop close professional relationships with women pregnant for the first time with an Aboriginal and/or Torres Strait Islander child, and where appropriate, their partners, extended family and/or friends
- Complete extensive training in the application of NFP-related models, principles and techniques that are being specifically adapted to suit particular Australian environments, and contribute to the ongoing adaptation process through experiential learning
- Adhere to the specific ANFP model for home visits and data-management
- Manage a case load of clients under supervision of the ANFPP Nurse Supervisor and Program Manager.
- Develop insights and a deep appreciation of contemporary Aboriginal and/or Torres Strait Islander cultures, family relationships and child rearing practices
- Contribute significantly to the holistic health and resilience of Aboriginal and/or Torres Strait Islander infants and to the empowerment of their mothers and families.
- Working in collaboration with existing programs within Durri ACMS as well as external service providers and organisations

**Position Dimension & Decision Making Authority:**

- Without referral to manager –**
- Routine enquiries from ANFPP clients, their partners and the community
- After Consultation Program Manager or others –**

**Key Communication Contacts:**

Contact/Organisation	Purpose/Frequency of Contact
Program Manager	Daily – Direction and achievement of accountabilities
Nurse Supervisor	Daily/weekly – Direction and reflective practice
Client and Community	As needed – Aiding where required for ANFPP related problems

<ul style="list-style-type: none"> <li>• Complex client health problems/issues</li> <li>• Actions outside policy and procedure</li> </ul>	All staff	As needed – Linking with other programs where appropriate
<b>Referred to Program Manager or others</b>		
-		
<ul style="list-style-type: none"> <li>• Operational and Capital Expenditure</li> </ul>		

<b>Key Accountabilities</b>		
<b>Key Result Area</b>	<b>Major Activities</b>	<b>Performance Measures:</b>
<b>1. Program Management</b>	<ul style="list-style-type: none"> <li>• Complete all required ANFPP Core Curriculum education and participates in Professional Development to meet Program requirements.</li> <li>• Participates in Reflective Practice to align practice to ANFPP model.</li> <li>• Maintain alignment with the client centred principles including modelling therapeutic relationships, change theory, self-efficacy, client centred, strength based and solution focused approaches.</li> <li>• Contributes to team knowledge about referral resources that are appropriate to the goals of clients and their partners participating in the program.</li> <li>• Work closely with Aboriginal and/or Torres Strait Islander Family Partnership Workers to ensure all home visits are arranged and conducted in a culturally respectful and sensitive manner</li> <li>• Develop close professional relationships with women pregnant for the first time with an Aboriginal and/or Torres Strait Islander child, and where appropriate, their partners, extended family and/or friends</li> </ul>	<ul style="list-style-type: none"> <li>• Achievement of Program KPIs</li> <li>• Use of Communicare</li> <li>• Use of ANKA</li> <li>• Participation in ANFPP NHV Monthly Meetings</li> <li>• Feedback from colleagues and community</li> </ul>

- Manage a case load of clients under supervision of the ANFPP Nurse Supervisor/Program Manager
- Maintains confidentiality and documented records as required.
- Uphold the dignity and rights of families, carers and consumers while respecting privacy and confidentiality always.
- Participate in the development of ANFPP promotions and education strategies ensuring feedback from the community is incorporated into planning.
- Contributes to the gathering and documentation of accurate client data.
- Undertakes a range of additional general duties relevant to the position as required by the organization and line manager
- Travel away from Kempsey for periods of 5 – 10 days may be required
- Contribute significantly to the holistic health and resilience of Aboriginal and/or Torres Strait Islander infants and to the empowerment of their mothers and families.
- Visit clients on a regular basis over a period of 30 months in their homes throughout the Durri Footprint.
- Develop, and maintain over an extended period, therapeutic relationships with women and their families in a home visiting environment



<p><b>2. Community Care</b></p>	<ul style="list-style-type: none"> <li>• Liaise with the other program staff to obtain information and ensure that information regarding clients of ANFPP is accurate, easily accessible and understood by the community.</li> <li>• Developing partnerships with other health services and community groups to ensure the education and communication of clients of ANFPP issues are appropriate.</li> <li>• Obtain feedback from the community to ascertain if communicated messages have been correctly received.</li> <li>• Liaise with the Program Manager in the development, implementation and evaluation of community planning regarding ANFPP</li> </ul>	<ul style="list-style-type: none"> <li>• Achievement of Program KPIs</li> <li>• Participates in the planning and delivery of communication about the program, and what it can offer, to a diverse range of local community stakeholders within the Durri Footprint.</li> </ul>
<p><b>3. Team work and Collaboration</b></p>	<ul style="list-style-type: none"> <li>• Effectively collaborate with team members to ensure that ANFPP is operating effectively and efficiently, while maintaining a harmonious team environment within Durri ACMS</li> <li>• Ensure compliance with relevant WHS legislation and that any issues are identified and actioned in line with the policy.</li> <li>• Understands and models the ANFPP principles and values.</li> <li>• Assists in creating a positive work environment that promotes cultural safety, productivity, mentoring, teamwork and co-operation.</li> <li>• Recognizes accomplishments of team members and elicits and considers</li> </ul>	<ul style="list-style-type: none"> <li>• Feedback from colleagues</li> <li>• Feedback from clients</li> </ul>

	<p>differing viewpoints when analysing issues.</p> <ul style="list-style-type: none"> <li>• Contributes to team knowledge about referral resources that are appropriate to the goals of clients participating in ANFPP.</li> </ul>	
<b>4. Compliance &amp; Quality Assurance</b>	<ul style="list-style-type: none"> <li>• Comply with all relevant legislation and regulatory standards.</li> <li>• Obtain and record accurate client histories and information to ensure compliance to all organisational policies, procedures and legislative requirements.</li> <li>• Ensure client and community confidentiality is maintained to build and maintain trust within key stakeholder groups.</li> <li>• Assists in creating a positive work environment that promotes cultural safety, productivity, mentoring, teamwork and co-operation.</li> <li>• Understands and models the ANFPP principles and values.</li> <li>• Participate in quality improvement efforts, including maintenance of timely and accurate service data for input to information management systems, and cooperate in the analysis and review of case reports to identify achievements and areas for improvement</li> </ul>	<ul style="list-style-type: none"> <li>• Achievement of Program KPI's and regulatory standards</li> <li>• Has read and signed off on Staff Policy and Procedure manual</li> <li>• Utilisation and reporting from Communicare</li> <li>• Exception reporting</li> <li>• Fidelity reporting</li> <li>• Completes all required ANFPP Core Curriculum education</li> <li>• Participates in Professional Development to meet Program requirements including NHV Monthly ANFPP Meetings.</li> <li>• Participate in ANFPP quality improvement activities.</li> </ul>
<b>5. Work place Health and Safety</b>	<ul style="list-style-type: none"> <li>• Ensure, within capability, the health and safety of yourself and employees and any other persons in the work areas for which they are responsible</li> </ul>	<ul style="list-style-type: none"> <li>• Achievement of Program KPI's and regulatory standards</li> </ul>

	<ul style="list-style-type: none"> <li>• Compliance with WHS legislative requirements and site policies.</li> <li>• Maintain the Register of Contractors visiting the site and ensure appropriate inductions have been completed with new contractors</li> <li>• Report all hazards, accidents or incidents which could result in injury to others or damage to property;</li> <li>• Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in compliance with the WHS or other legislation.</li> <li>• Be familiar with emergency and evacuation procedures and participate in regular training in safety procedures</li> </ul>	
<b>6. Reporting</b>	<ul style="list-style-type: none"> <li>• Provide statistical reports to meet organisational and statutory requirements as required.</li> </ul>	<ul style="list-style-type: none"> <li>• Accuracy and timeliness of qualitative reports</li> <li>• Accuracy and timeliness of statistical reports</li> <li>• Use of Communicare</li> <li>• Use of ANKA</li> <li>• Exception reporting</li> <li>• Fidelity reporting</li> <li>• Attendance at ANFPP module training</li> <li>• Attendance at ANFPP NHV meetings</li> </ul>
<b>7. Policy and Procedures</b>	<ul style="list-style-type: none"> <li>• Assist in the development of and comply with policies and procedures to ensure that the mental program is demonstrating consistent practices nationally and is in line with strategic objectives.</li> <li>• Attend all mandatory training requirements and participate in staff performance reviews including updated</li> </ul>	<ul style="list-style-type: none"> <li>• Provide consistent and high standards of compliance with policies and best practice</li> </ul>

	<p>First Aid Certificate and participation in Staff immunisation Program</p> <ul style="list-style-type: none"> <li>• Compliance with and understanding of EEO Legislation</li> </ul>	
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<b>Key Challenges:</b>	<b>Person Specification:</b>
<ul style="list-style-type: none"> <li>• Establishing, maintaining relationships with clients and partners of the program to ensure successful outcomes for the family.</li> <li>• Achieving ANFPP requirements within agreed deadlines</li> <li>• Participation with relation to having a holistic approach to Aboriginal health</li> <li>• All persons appointed to positions within Durri ACMS's ANFPP will be required to successfully complete national ANFP training courses as a work activity.</li> </ul> <p>This may require engaging in training:</p> <ul style="list-style-type: none"> <li>➤ On-line learning</li> <li>➤ Travel away from Kempsey for periods of 5 – 10 days may be required</li> <li>➤ On-site training and a combination of learning formats</li> </ul>	<p><b>Qualifications &amp; Experience – Essential</b></p> <ol style="list-style-type: none"> <li>1. Demonstrated commitment and preparedness to seek, accept, understand and implement cultural advice and information from staff, patients, colleagues and/or Aboriginal and/or Torres Strait Islander community members regarding home visiting services planning, delivery and evaluation activities</li> <li>2. Registration with the Australian Health Practitioner Regulation Agency and a current annual practicing certificate with a minimum of two years recent post graduate experience</li> <li>3. Excellent written and verbal communication skills, including experience in cross-cultural communication, team communication, and community education that demonstrates respect for client needs and in using approaches that empower and maximise the health and well-being of clients and their families</li> <li>4. Demonstrated capacity and commitment to undertake intensive, employment-related professional training including classroom and on-line learning, training in the use of mobile computerised technologies; training to achieve competency in the ANFPP service guidelines and associated materials, and reliability in the use of clinical assessment tools</li> <li>5. Demonstrated ability to work autonomously and within a multi-disciplinary team, to deal with client matters of a sensitive and confidential nature and to respond to competing organisational demands</li> <li>6. Demonstrated knowledge and understanding of contemporary and traditional Aboriginal and/or Torres Strait Islander culture as well as the ability to provide information and advice to and/or from a child's family and community that is culturally sound, accountable and accepted.</li> </ol>

7. Demonstrated experience with development of community programs
8. Experience working with health service agencies, non-government organisation, schools, community groups and medical professionals at all levels
9. Continuous developing professional competence and qualifications
10. Demonstrated ability to work flexibly within tight time schedules and in accordance with variable workload demands
11. Ability to use Microsoft products and the ability to use or willingness to gain proficiency in the Communicare patient information management system and ANKA
12. Ability to hold all relevant security clearances including National Police Check and Working with Children clearance
13. Current valid driver's license, minimum of Class "C" or equivalent

**Desirable**

1. Current First Aid Certificate , or ability to obtain
2. Current immunisations or willingness to participate in staff immunisation program
3. Evidence of experience and/or studies towards postgraduate qualifications in antenatal care, neonatal care, midwifery, child health or family centred practice
4. Evidence of experience in the delivery of nursing services in a home, school or community visiting service environment
5. Demonstrated experience in community education, public speaking or health promotion activities.

**Core Competencies –**

1. Ability to build and maintain strong relationships with the local community.
2. Strong interpersonal skills, including the ability to demonstrate empathy when required.
3. Ability to build relationships with all levels of the organisation