



## 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 - Family Partnership Worker - Female

**Contact Name:** Alicia Stewart

**Telephone:** (02) 65602355



Durri Aboriginal Corporation Medical Service  
15-19 York Lane  
KEMPSEY NSW 2440  
T: (02) 6560 2300  
F: (02) 6562 7069



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 - Family Partnership Worker - Female
- Award:** ATSIHWP + ACCHS 2020
- Classification:** AHW - Grade 2 - Level 1
- Salary:** \$57,363 to \$62,422 per annum
- Salary packaging:** To calculate your benefit follow the link <https://eziway.net.au>
- Employment opportunities:** Please click on the link <http://durri.org.au/positions-vacant.php> to Durri website to access the employment opportunities.
- Application:** Please click on the link <http://durri.org.au/positions-vacant.php> to Durri website to access the Position Application Package.

### 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 09 June 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  No WWCC No: .....

Do you have a current Police check?  Yes  No 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:		



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### Position Description

Position Title:	ANFPP – Family Partnership Worker (Female)
Reports To:	Programs Manager
Business Unit:	Program Management
Direct Reports:	NIL
Location:	Kempsey and providing outreach to the Nambucca Valley
Primary Objective:	<p>This position is responsible for supporting the ANFPP team on a broad range of cultural issues and liaising with clients, family and community members. The Family Partnership Worker is responsible for maintaining high level standards of community practice, foster the acceptance of the ANFPP model in the community and observe the Primary Health Care Service's policies and guidelines within the Durri Footprint. The key objectives of the role include:</p> <ul style="list-style-type: none"><li>• Providing cultural support and assistance to the Australian Nurse Family Partnership Program staff and partners of eligible clients.</li><li>• Following up of referrals and enrolment of eligible clients and their partners.</li><li>• Conducting client feedback surveys and check-ins with eligible clients and their partners to assist the family to achieve program milestones and ascertain feedback.</li><li>• Working in collaboration with existing programs within Durri ACMS as well as external service providers and organisations.</li></ul>

	<ul style="list-style-type: none"> <li>Focus on supporting parents' self-determination specifically in relation to education and employment opportunities.</li> </ul>	
Key Accountabilities		Performance Measures
1. Program Management	<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>Maintains 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>Follows up referrals, provides ANFPP related information to potential clients and completes enrolments of eligible clients and their partners and their informed consent.</li> <li>Provides ongoing cultural information and participates in team-based discussion and decision making about care plans for clients and their partners participating in the Program to support</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 FPW Monthly Meetings.</li> <li>Feedback from colleagues and community.</li> <li>Surveys.</li> </ul>

	<p>ANFPP team to build cultural understanding and capacity within the team.</p> <ul style="list-style-type: none"><li>• Provides additional assistance with communication and support to families as appropriate and assists the ANFPP team to develop and/or source culturally appropriate materials suitable for use in the Program.</li><li>• Conducts Client Feedback Surveys and checks-in with client at key milestones to seek feedback about the program from the client's perspective.</li><li>• Maintains confidentiality and documented records as required.</li><li>• Uphold the dignity and rights of families, carers and consumers while respecting privacy and confidentiality always.</li><li>• Participate in the development of Social, Emotional &amp; Wellbeing promotions and education strategies ensuring feedback from the community is incorporated into planning.</li><li>• Monitor local Aboriginal Social, Emotional &amp; Wellbeing matters and needs to provide advice and action plans where appropriate.</li><li>• Contributes to the gathering and documentation of accurate client data.</li></ul>	
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	<ul style="list-style-type: none"> <li>• Undertakes a range of additional general duties relevant to the position as required by the organization and line manager.</li> <li>• Travel away from Kempsey. Kempsey will be the base for the program and outreach will be provided to the Nambucca Valley at the discretion of the Nurse Supervisor and Programs Manager.</li> </ul>	
2. Community Care	<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>
3. Team work and Collaboration	<ul style="list-style-type: none"> <li>• Effectively collaborate with team members to ensure that the Social, Emotional &amp; Wellbeing function is operating effectively and efficiently,</li> </ul>	<ul style="list-style-type: none"> <li>• Feedback from colleagues.</li> <li>• Feedback from clients.</li> </ul>

	<p>while maintaining a harmonious team environment within Durri ACMS.</p> <ul style="list-style-type: none"> <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 differing viewpoints when analysing issues.</li> </ul> <p>Contributes to team knowledge about referral resources that are appropriate to the goals of clients participating in ANFPP.</p>	
<p>4. Compliance &amp; Quality Assurance</p>	<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> </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 FPW Monthly ANFPP Meetings.</li> </ul>



	<ul style="list-style-type: none"> <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> </ul> <p>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.</p>	<ul style="list-style-type: none"> <li>• Participate in ANFPP quality improvement activities.</li> </ul>
5. Work place Health and Safety	<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> <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> </ul>	<ul style="list-style-type: none"> <li>• Achievement of Program KPI's and regulatory standards.</li> </ul>

	Be familiar with emergency and evacuation procedures and participate in regular training in safety procedures.	
6. Reporting	<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 FPW meetings.</li> </ul>
7. Policy and Procedures	<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 First Aid Certificate and participation in Staff immunisation Program.</li> <li>• Compliance with and understanding of EEO Legislation.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide consistent and high standards of compliance with policies and best practice.</li> </ul>

## Selection Criteria

### Essential

1. Aboriginal or Torres Strait Islander descent (***This is an identified position under Section 14D of the NSW Anti-Discrimination Act 1977***).
2. Demonstrated experience with development of community programs.
3. Sound knowledge of community health, public health and Aboriginal Health.
4. A thorough knowledge of and association with the local Aboriginal community.
5. Experience working with health service agencies, non-government organisation, schools, community groups and medical professionals at all levels.
6. Continuous developing professional competence and qualifications.
7. High level of written and verbal communication skills.
8. Demonstrated ability to work flexibly within tight time schedules and in accordance with variable workload demands.
9. Ability to use Microsoft products and the ability to use or willingness to gain proficiency in the Communicare patient information management system and ANKA.
10. Current First Aid Certificate, or ability to obtain.
11. Current immunisations or willingness to participate in staff immunisation program.
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.