



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: AFPP Family Partnership Worker - Female

Contact Name: Alicia Stewart

Telephone: 0418 719 267



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: AFPP Family Partnership Worker - Female

Award: ACCHS

Classification: Grade 2 Level 1 - 2

Salary: \$60,011.12 - \$62,011.12

Salary packaging: To calculate your potential benefit follow the link <https://eziway.net.au>

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: Recruitment@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 23rd March 2023 by 5:00pm



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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 National Police check? Yes No Date of issue:

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

Position Title: AFPP – Family Partnership Worker (Female)	Business Unit: Program Management
Reports To: Programs Manager	Direct Reports: NIL
Introduction:	
<p>The Australian Family Partnership Program (AFPP) 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 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 AFPP 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 AFPP 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>	
Purpose:	
<p>The Family Partnership Worker position is integral to the successful implementation of the AFPP. The Family Partnership worker contributes to the cultural acceptance of the program within the community and the maintenance of culturally safe visits to participating clients, partners of and their families. This position is responsible for supporting the AFPP team on a broad range of cultural issues and liaising with clients, their partners, family and community members.</p>	
Primary Objective:	
<p>This position is responsible for supporting the AFPP 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 AFPP 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"> ➤ Providing cultural support and assistance to the Australian Family Partnership Program staff and partners of eligible clients 	

- Following up of referrals and enrolment of eligible clients and their partners
- Conducting client feedback surveys and check-ins with eligible clients and their partners to assist the family to achieve program milestones and ascertain feedback
- Working in collaboration with existing programs within Durri ACMS as well as external service providers and organisations
- Focus on supporting parents' self-determination specifically in relation to education and employment opportunities.

Position Dimension & Decision Making Authority:	Key Communication Contacts:	
<p>Without referral to manager –</p> <ul style="list-style-type: none"> • Routine enquiries from AFPP clients, their partners, and the community <p>After Consultation Program Manager or others –</p> <ul style="list-style-type: none"> • Complex client health problems/issues • Actions outside policy and procedure <p>Referred to Program Manager or others –</p> <ul style="list-style-type: none"> • Operational and Capital Expenditure 	<p>Contact/Organisation</p> <p>Program Manager</p> <p>Nurse Supervisor</p> <p>Client and Community</p> <p>All staff</p>	<p>Purpose/Frequency of Contact</p> <p>Daily – Direction and achievement of accountabilities</p> <p>Daily/weekly – Direction and reflective practice</p> <p>As needed – Providing assistance and advice on Social, Emotional & Wellbeing related problems</p> <p>As needed – Linking with other programs where appropriate</p>

Key Accountabilities		
Key Result Area	Major Activities	Performance Measures:
1. Program Management	<ul style="list-style-type: none"> • Complete all required AFPP Core Curriculum education and participates in Professional Development to meet Program requirements. • Participates in Reflective Practice to align practice to AFPP model. • Maintains alignment with the client centred principles including modelling therapeutic relationships, change theory, self-efficacy, client centred, strength based and solution focused approaches. • Contributes to team knowledge about referral resources that are appropriate to the goals of clients and their partners participating in the program. • Follows up referrals, provides AFPP related information to potential clients and completes enrolments of eligible clients and their partners and their informed consent. • Provides ongoing cultural information and participates in team-based discussion and decision making about care plans for clients and their 	<ul style="list-style-type: none"> • Achievement of Program KPIs • Use of Communicare • Use of ANKA • Participation in AFPP FPW Monthly Meetings • Feedback from colleagues and community • Surveys

partners participating in the Program to support AFPP team to build cultural understanding and capacity within the team.

- Provides additional assistance with communication and support to families as appropriate and assists the AFPP team to develop and/or source culturally appropriate materials suitable for use in the Program.
- Conducts Client Feedback Surveys and checks-in with client at key milestones to seek feedback about the program from the client's perspective
- 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 Social, Emotional & Wellbeing promotions and education strategies ensuring feedback from the community is incorporated into planning.
- Monitor local Aboriginal Social, Emotional & Wellbeing matters and

	<p>needs to provide advice and action plans where appropriate</p> <ul style="list-style-type: none"> • 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 	
<p>2. Community Care</p>	<ul style="list-style-type: none"> • Liaise with the other program staff to obtain information and ensure that information regarding clients of AFPP is accurate, easily accessible and understood by the community. • Developing partnerships with other health services and community groups to ensure the education and communication of clients of AFPP issues are appropriate. • Obtain feedback from the community to ascertain if communicated messages have been correctly received. • Liaise with the Program Manager in the development, implementation and evaluation of community planning regarding AFPP 	<ul style="list-style-type: none"> • Achievement of Program KPIs • 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.

3. Team work and Collaboration	<ul style="list-style-type: none"> • Effectively collaborate with team members to ensure that the Social, Emotional & Wellbeing function is operating effectively and efficiently, while maintaining a harmonious team environment within Durri ACMS • Ensure compliance with relevant WHS legislation and that any issues are identified and actioned in line with the policy. • Understands and models the AFPP principles and values. • Assists in creating a positive work environment that promotes cultural safety, productivity, mentoring, teamwork and co-operation. • Recognizes accomplishments of team members and elicits and considers differing viewpoints when analysing issues. • Contributes to team knowledge about referral resources that are appropriate to the goals of clients participating in AFPP. 	<ul style="list-style-type: none"> • Feedback from colleagues • Feedback from clients
4. Compliance & Quality Assurance	<ul style="list-style-type: none"> • Comply with all relevant legislation and regulatory standards. • Obtain and record accurate client histories and information to ensure compliance to all organisational policies, procedures and legislative requirements. 	<ul style="list-style-type: none"> • Achievement of Program KPI's and regulatory standards • Has read and signed off on Staff Policy and Procedure manual • Utilisation and reporting from Communicare • Exception reporting • Fidelity reporting • Completes all required AFPP Core Curriculum education • Participates in Professional Development to meet Program requirements including FPW Monthly AFPP Meetings.

	<ul style="list-style-type: none"> • Ensure client and community confidentiality is maintained to build and maintain trust within key stakeholder groups. • Assists in creating a positive work environment that promotes cultural safety, productivity, mentoring, teamwork and co-operation. • Understands and models the AFPP principles and values. • 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 	<ul style="list-style-type: none"> • Participate in AFPP quality improvement activities.
<p>5. Work place Health and Safety</p>	<ul style="list-style-type: none"> • Ensure, within capability, the health and safety of yourself and employees and any other persons in the work areas for which they are responsible • Compliance with WHS legislative requirements and site policies. • Maintain the Register of Contractors visiting the site and ensure appropriate inductions have been completed with new contractors • Report all hazards, accidents or incidents which could result in injury to others or damage to property; 	<ul style="list-style-type: none"> • Achievement of Program KPI's and regulatory standards

	<ul style="list-style-type: none"> • 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. • Be familiar with emergency and evacuation procedures and participate in regular training in safety procedures 	
6. Reporting	<ul style="list-style-type: none"> • Provide statistical reports to meet organisational and statutory requirements as required. 	<ul style="list-style-type: none"> • Accuracy and timeliness of qualitative reports • Accuracy and timeliness of statistical reports • Use of Communicare • Use of ANKA • Exception reporting • Fidelity reporting • Attendance at AFPP module training • Attendance at AFPP FPW meetings
7. Policy and Procedures	<ul style="list-style-type: none"> • 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. • Attend all mandatory training requirements and participate in staff performance reviews including updated First Aid Certificate and participation in Staff immunisation Program • Compliance with and understanding of EEO Legislation 	<ul style="list-style-type: none"> • Provide consistent and high standards of compliance with policies and best practice

Key Challenges:	Person Specification:
<ul style="list-style-type: none"> • Establishing, maintaining relationships with clients and partners of the program to ensure successful outcomes for the family. • Achieving AFPP requirements within agreed deadlines • Participation with relation to having a holistic approach to Aboriginal health • All persons appointed to positions within Durri ACMS's AFPP will be required to successfully complete national ANFP training courses as a work activity. <p>This may require engaging in training:</p> <ul style="list-style-type: none"> ➤ On-line learning ➤ Travel within the Macleay and Nambucca Valleys ➤ Travel away from Kempsey for periods of 5 – 10 days may be required ➤ On-site training and a combination of learning formats 	<p>Qualifications & Experience –</p> <p>Essential</p> <ul style="list-style-type: none"> • Aboriginal or Torres Strait Islander descent (<i>This is an identified position under Section 14D of the NSW Anti-Discrimination Act 1977</i>) • Demonstrated experience with development of community programs • Sound knowledge of community health, public health and Aboriginal Health • A thorough knowledge of and association with the local Aboriginal community • Experience working with health service agencies, non-government organisation, schools, community groups and medical professionals at all levels • Continuous developing professional competence and qualifications • High level of written and verbal communication skills • Demonstrated ability to work flexibly within tight time schedules and in accordance with variable workload demands • Ability to use Microsoft products and the ability to use or willingness to gain proficiency in the Communicare patient information management system and ANKA • Current First Aid Certificate, or ability to obtain • Current immunisations or willingness to participate in staff immunisation program including COVID-19 vaccinations • Ability to hold all relevant security clearances including National Police Check and Working with Children clearance • Current valid driver's license, minimum of Class "C" or equivalent <p>Desirable</p>

Core Competencies –

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