



## 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:** Nurse Home Visitor

**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:** Nurse Home Visitor

**Award:** **Nurses Award**

**Classification:** Grade 3 Level 3 - 4

**Salary:** \$85,580.56 - \$90,243.92 Pro Rata

**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](mailto: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:** Friday 24<sup>th</sup> March 2023 by 5:00pm



# Durri Aboriginal Corporation Medical Service

Servicing the Macleay and Nambucca Valleys

ABN 52 730 046 875 ICN 27

## 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

<b>Position Title:</b> AFPP – Nurse Home Visitor	<b>Business Unit:</b> Program Management
<b>Reports To:</b> Programs Manager	<b>Direct Reports:</b> NIL
<b>Employment Type:</b> 12-month temporary part-time position	
<b>Position base:</b> Position will be based in Kempsey and providing some outreach to the Nambucca Valley	
<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, infant’s 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 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 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. 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>	
<b>Purpose:</b>	
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.

**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 AFPP Home Visiting teams. All AFPP staff will receive intensive training in AFPP and related materials and, in collaboration with other AFPP locations throughout Australia and/or overseas, accumulate skills and understanding of AFPP 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 AFPP 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:**

**Key Communication Contacts:**

**Without referral to manager –**

**Contact/Organisation**

**Purpose/Frequency of Contact**

<ul style="list-style-type: none"> <li>Routine enquiries from AFPP clients, their partners and the community</li> </ul> <p><b>After Consultation Program Manager or others –</b></p> <ul style="list-style-type: none"> <li>Complex client health problems/issues</li> <li>Actions outside policy and procedure</li> </ul> <p><b>Referred to Program Manager or others –</b></p> <ul style="list-style-type: none"> <li>Operational and Capital Expenditure</li> </ul>	<p>Program Manager</p> <p>Nurse Supervisor</p> <p>Client and Community</p> <p>All staff</p>	<p>Daily – Direction and achievement of accountabilities</p> <p>Daily/weekly – Direction and reflective practice</p> <p>As needed – Aiding where required for AFPP related problems</p> <p>As needed – Linking with other programs where appropriate</p>
--	---	--

<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 AFPP Core Curriculum education and participates in Professional Development to meet Program requirements.</li> <li>• Participates in Reflective Practice to align practice to AFPP 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</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 AFPP NHV Monthly Meetings</li> <li>• Feedback from colleagues and community</li> </ul>

for the first time with an Aboriginal and/or Torres Strait Islander child, and where appropriate, their partners, extended family and/or friends

- Manage a case load of clients under supervision of the AFPP 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 AFPP 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. Kempsey will be the base for the program and outreach will be



	<p>provided to the Nambucca Valley at the discretion of the Nurse Supervisor and Programs Manager</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Visit clients on a regular basis over a period of 30 months in their homes throughout the Durri Footprint.</li> <li>• Develop, and maintain over an extended period, therapeutic relationships with women and their families in a home visiting environment</li> </ul>	
<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 AFPP 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 AFPP issues are appropriate.</li> <li>• Obtain feedback from the community to ascertain if communicated messages have been correctly received.</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>

	<ul style="list-style-type: none"> <li>• Liaise with the Program Manager in the development, implementation and evaluation of community planning regarding AFPP</li> </ul>	
<b>3. Team work and Collaboration</b>	<ul style="list-style-type: none"> <li>• Effectively collaborate with team members to ensure that AFPP 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 AFPP 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> <li>• Contributes to team knowledge about referral resources that are appropriate to the goals of clients participating in AFPP.</li> </ul>	<ul style="list-style-type: none"> <li>• Feedback from colleagues</li> <li>• Feedback from clients</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</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> </ul>

	<p>policies, procedures and legislative requirements.</p> <ul style="list-style-type: none"> <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 AFPP 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>• Completes all required AFPP Core Curriculum education</li> <li>• Participates in Professional Development to meet Program requirements including NHV Monthly AFPP Meetings.</li> <li>• Participate in AFPP quality improvement activities.</li> </ul>
<p><b>5. Work place Health and Safety</b></p>	<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> </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>• 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 AFPP module training</li> <li>• Attendance at AFPP 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 First Aid Certificate and participation in Staff immunisation Program</li> </ul>	<ul style="list-style-type: none"> <li>• Provide consistent and high standards of compliance with policies and best practice</li> </ul>

- Compliance with and understanding of EEO Legislation

Key Challenges:	Person Specification:
<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 AFPP requirements within agreed deadlines</li> <li>• Participation with relation to having a holistic approach to Aboriginal health</li> <li>• 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> <li>• All persons appointed to positions within Durri ACMS's AFPP 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 within the Macleay and Nambucca Valleys will be required.</li> <li>➤ On-site training and a combination of learning formats</li> </ul>	<p><b>Qualifications &amp; Experience – Essential</b></p> <ul style="list-style-type: none"> <li>• 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>• Registration with the Australian Health Practitioner Regulation Agency and a current annual practicing certificate with a minimum of four years recent post graduate experience.</li> <li>• 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>• 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 AFPP service guidelines and associated materials, and reliability in the use of clinical assessment tools.</li> <li>• 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> </ul>

- 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.
- Demonstrated experience with development of community programs.
- Experience working with health service agencies, non-government organisation, schools, community groups and medical professionals at all levels.
- Continuous developing professional competence and qualifications.
- 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 immunisations
- 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

**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.

