



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: AHW Aboriginal Maternal Infant Health Service - 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:** AHW Aboriginal Maternal Infant Health Service - Female
- Award:** ACCHS & ATSIHWP
- Classification:** Grade 3 – 4 Level 1 -3
- Salary:** \$65,306.80 - \$77,814.88
- 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: Wednesday 22nd March 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: Aboriginal Health Worker – Maternal and Infant Health (AMIHS)	Business Unit: Program Management								
Reports To: Programs Manager	Direct Reports: NIL								
Employment Type: Temporary position ceasing on the 23 rd of December 2023									
Position base: Position will be based in Kempsey									
Primary Objective:									
<p>This position is responsible for providing mothers of Indigenous babies and children with health care and early learning support during antenatal phase, through childbirth and until their child reaches eight weeks of age who are clients of the Aboriginal Maternal Infant Health Service (AMIHS) Program.</p> <p>The key objectives of the role include providing.</p> <ol style="list-style-type: none"> i. Access to antenatal care for women pregnant with an Aboriginal and/or Torres Strait Islander child/ren. ii. Standard information about baby care for mothers of Aboriginal and/or Torres Strait Islander child/ren. iii. Practical advice and assistance with breastfeeding, nutrition, and parenting skills for mothers of Aboriginal and/or Torres Strait Islander child/ren. iv. Monitoring of Aboriginal and/or Torres Strait Islander children’s weight gain, immunisation status, infections, and early developmental milestones in partnership with the AMIHS Registered Nurse/Midwife. 									
Position Dimension & Decision Making Authority:	Key Communication Contacts:								
<p>Without referral to manager –</p> <ul style="list-style-type: none"> • Routine enquiries from AMIHS 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 	<table border="1"> <thead> <tr> <th>Contact/Organisation</th> <th>Purpose/Frequency of Contact</th> </tr> </thead> <tbody> <tr> <td>Program Manager</td> <td>Daily – Direction and achievement of accountabilities</td> </tr> <tr> <td>RN/Midwife AMIHS</td> <td>Daily/weekly – Guidance, clinical supervision, and advice</td> </tr> <tr> <td>Client and Community</td> <td>As needed – Assistance and advice on AMIHS related matters</td> </tr> </tbody> </table>	Contact/Organisation	Purpose/Frequency of Contact	Program Manager	Daily – Direction and achievement of accountabilities	RN/Midwife AMIHS	Daily/weekly – Guidance, clinical supervision, and advice	Client and Community	As needed – Assistance and advice on AMIHS related matters
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<ul style="list-style-type: none"> • Actions outside policy and procedure 	All staff	As needed – Linking with other programs where appropriate
Referred to Program Manager or others		
-		
<ul style="list-style-type: none"> • Operational and Capital Expenditure 		

Key Accountabilities		
Key Result Area	Major Activities	Performance Measures:
1. Program Management	<ul style="list-style-type: none"> • Provide appropriate care and follow up, and clinical advice to clients in consultation with the AMIHS Registered Nurse/Midwife. • Source specialised support and consultation where needed as part of the baby health checks. • Liaise with the Durri Programs Team to ensure effective links between the program areas especially Child and Family Health and Australian Nurse Family Partnership Program. • Link with appropriate programs internal and external to the organisation. • Arranged assessment and referrals within the AMIHS Program and to other health and community services as required. • Organise and coordinate clinics related to the program to ensure appropriate health assessments and promotion. • Participate in the development of health promotions and education strategies ensuring feedback from the community is incorporated into planning. • Monitor local Aboriginal health needs and trends and provide advice and action plans where appropriate. • Other duties that may be required from time to time 	<ul style="list-style-type: none"> • Achievement of Program KPIs • Use of Communicare • Participation in AMIHS/BSF Meetings • Feedback from colleagues and community
2. Community Care	<ul style="list-style-type: none"> • Liaise with the other program staff to obtain information and ensure that information regarding clients of AMIHS is accurate, 	<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.

	<p>easily accessible and understood by the community.</p> <ul style="list-style-type: none"> • Developing partnerships with other health services and community groups to ensure the education and communication of clients of AMIHS 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 AMIHS where applicable. 	
3. Team work and Collaboration	<ul style="list-style-type: none"> • Effectively collaborate with team members to ensure that AMIHS Program 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 AMIHS 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 AMIHS 	<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. 	<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

	<ul style="list-style-type: none"> • Obtain and record accurate client histories and information to ensure compliance to all organisational policies, procedures and legislative requirements. • 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. • 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"> • Utilisation and reporting from Communicare • Participates in Professional Development to meet Program requirements including AMIHS/BSF meetings • Participate in program 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; • 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. 	<ul style="list-style-type: none"> • Achievement of Program KPI's and regulatory standards

	<ul style="list-style-type: none"> • 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 • Attendance at AMIHS/BSF 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 AMIHS requirements within agreed deadlines • Participation with relation to having a holistic approach to Aboriginal health • All persons appointed to positions within Durri ACMS's will complete training as deemed appropriate by the Programs Manager for their relevant position and provide/support the organisation with health promotion activities. 	<p>Qualifications & Experience –</p> <p>Essential</p> <ol style="list-style-type: none"> 1. Aboriginal or Torres Strait Islander descent (<i>This is an identified position under Section 14D of the NSW Anti-Discrimination Act 1977</i>) 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 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 <p>Core Competencies –</p> <ol style="list-style-type: none"> 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

