



## Durri Aboriginal Corporation Medical Service

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15 – 19 York Lane

(PO Box 136)

Kempsey NSW 2440

*With Compliments*

### **Position Application Package**

**Position Name:** Nurse Home Visitor - 2 positions

**Position No (If applicable):**

**Contact Name:** Paula Skinner

**Telephone:** (02) 65602307

## General Conditions of Employment

<b>Position:</b>	Nurse Home Visitor
<b>Position No (If applicable):</b>	
<b>Award:</b>	Nurses Award 2010
<b>Classification:</b>	Grade 2
<b>Salary:</b>	Commencing \$67,854 per annum
<b>Award entitlements:</b>	Uniform Allowance
<b>Identified position:</b>	Pursuant to Section 14 of the Anti-Discrimination Act 1977 (NSW) Australian Aboriginality is a genuine occupational qualification for this position
<b>Benefits:</b>	9.5% superannuation; salary sacrifice; training and development; employee assistance program; uniform supplied by employer
<b>Employment clearances:</b>	Selection criteria - see pages 8 and 9
<b>Applications:</b>	Email to: <a href="mailto:hr@durri.org.au">hr@durri.org.au</a>
<b>Or post marked confidential to:</b>	Application Chief Operations Officer Durri Aboriginal Corporation Medical Service PO Box 136 KEMPSEY NSW 2440
<b>Closing Date:</b>	Monday 09 October 2017 at 5.00 pm

## Information for Applicants

Thank-you for enquiring about a position advertised by Durri Aboriginal Corporation Medical Service. Durri is an equal opportunity employer and applies merit based selection techniques.

Over the last 30 years, Durri Aboriginal Corporation Medical Service has provided essential and culturally appropriate health care to Aboriginal people located in Kempsey, Nambucca Heads and its surrounding communities.

The following links showcase the regions around the organisation <http://www.nambuccatourism.com.au/>  
<http://macleayvalleycoast.com.au/>

**Please read the following information carefully, as it will help you to understand the selection process and to prepare your application.**

Selection is based on the assessment of each applicant in relation to the requirements of the job identified in the Position Description for the advertised vacancy as well as being a team player with developed interpersonal skills and having the ability to work in an open, friendly and professional environment.

The selection criteria consists of skills, knowledge and abilities required to successfully undertake the position as detailed in the position description.

The first stage of the selection process is based on your written application. The applicants who Durri considers best demonstrate their capacity to meet the criteria will be short-listed for interview.

Your application represents you, therefore it is vital that it is well organised and provides all the required information. The following is a guide to assist you in preparing your application. The application should consist of five parts:

- 1. Completed position application form** - see page 5.
- 2. Covering letter**

A covering letter not exceeding one page is required.

- 3. Resume**

Your resume should provide details on your education qualifications, work history, special skills or qualifications, training details and referees, plus any other information which may assist your claim for the position you seek. Be clear and informative. Include names, position titles, addresses and telephone numbers of two (2) referees (current addresses and telephone contact numbers).

- 4. Selection criteria** - see pages 8 and 9.

Each statement should concisely and adequately illustrate how you meet the criteria. Try to provide evidence of your work with examples. You can also include transferable knowledge, skills or ability in areas relevant to the requirements of the job, which you have developed outside the workplace as evidence of your capability to meet the selection criteria.

Give complete and relevant information. Your application is a tool to sell your skills and abilities and is the first stage of the selection process. It should be well presented and supply as much detail as necessary to fully explain your capabilities and experience. Do not simply state that you meet the requirements of the job. Give examples which demonstrate how you meet each criteria.

***If you do not address each selection criteria your application will not be considered.***

## **5. Supporting information**

Send supporting information with your Position Application form with evidence of your qualifications that you have included on your resume; referee names with current address and telephone numbers; current police check; working with children check and confirmation of Aboriginality for identified positions.

### **Late Applications**

Late applications will not be considered for interviews.

### **Interview**

Should you be invited to attend an interview, it is important that you plan and prepare adequately. In some instances, telephone interviews can be arranged depending on circumstances.

The interview provides us the opportunity to confirm your qualification, knowledge, experience and personal qualities against the needs of the position. It also provides you the opportunity to find out more about the position.

All interviews are conducted by a Selection Panel. The Selection Panel will ask you a number of questions to determine how well you meet the requirements of the job.

Bring any documents or examples of your work that you consider may assist with your application.

You will be notified of the results of your application.

### **Reference Check**

Reference checks are used to supplement the final decision and may be conducted prior to, or after the interview.

Referees may be asked to provide information on your past employment and work performance, relevant to the requirements of the job.

Should you have any objection to this action, your concerns should be raised with the Selection Panel so that alternative arrangements can be made.

## Application Form

Full Name: .....

Address: .....

Email Address: .....

Contact Numbers: .....

Drivers Licence:  Yes       No

Drivers Licence Class: .....

Drivers Licence 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       If Yes provide WWCC No: .....

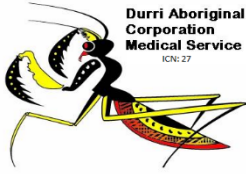
Do you have a current Police Check?  Yes       If Yes provide date: .....

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:		



**Nurse Home Visitor - ANFPP**  
**Australian Nurse Family Partnership**  
**(Contracted Fulltime, 2 Positions Available)**

## **1. PURPOSE STATEMENT**

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 Macleay & Nambucca Valleys 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.

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.

Australian Nurse-Family Partnership Program (ANFPP) is an evidence-based program of sustained and scheduled home visiting by Nurse Home Visitors (NHVs) and Aboriginal Family Partnership Workers (AFPWs) for Aboriginal families in Australia. The Program begins during the antenatal period and continues until the child is two years old. The focus is on early intervention and prevention of physical and emotional risks and issues for women pregnant with an Aboriginal and/or Torres Strait Islander baby. 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 Program is supported by the ANFPP National Program Centre (NPC) that provides extensive education to program staff and facilitates a national forum for program quality improvement and experiential learning.

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 and their extended families in a culturally sensitive manner through scheduled home visits.

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 ANFP Home Visiting teams. All ANFP Program staff will receive intensive training in ANFP and related materials and, in collaboration with other ANFP Program locations throughout Australia and/or overseas, accumulate skills and understanding of ANFP to assist the functionality and outcomes of the Program for local client families.

In particular, the Nurse Home Visitor will:

- 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 ANFP Program Supervisor
- Develop insights and a deep appreciation of contemporary Aboriginal and/or Torres Strait Islander cultures, family relationships and child rearing practices
- Liaise with internal and external service providers, agencies, individuals and organisations relevant to the efficient and effective functioning of the ANFP Program
- 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.

## **2. KEY RESPONSIBILITIES/DUTIES**

- Visit clients on a regular basis over a period of 30 months in their homes throughout the Macleay and Nambucca Valley areas
- Develop, and maintain over an extended period, therapeutic relationships with women and their families in a home visiting environment
- Perform home visiting and other duties in accordance with the policies, procedures, guidelines and standards of Durri and the ANFP Program model, training and operational guidelines
- Assess physical, social, emotional and environmental needs of women and their families as they relate to the ANFP domains
- Promote community awareness of ANFP Program services and approaches
- Consult and collaborate with other professionals involved in providing services to women and families; develop and maintain professional relationships to support client referrals; and remain informed of emerging practice developments and family issues so as to provide culturally safe, quality, nurse home visiting services
- Meet with the ANFP Program Supervisor frequently for reflective professional supervision, and as required, schedule joint home visits with the ANFP Program Supervisor
- 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
- Assist in the adaptation and development of education, support and referral resources, and use these to assist clients to attain their targeted goals
- Complete all work within strict professional confidentiality guidelines, use tact and diplomacy when dealing with information of a highly sensitive nature to ensure all personal client information is kept secure and the privacy and dignity of clients is maintained at all times
- Actively engage in all required ANFP training courses and skills development forums to complement existing professional knowledge and meet all ANFP Nurse Home Visitor competency requirements including reliability in the application of clinical tools
- Participate in professional development activities (including staff meetings and case conferences) in conjunction with other Durri team members, and with employees of ANFP services throughout Australia
- Support and coach others in the ANFP model, and positively represent ANFP principles in dealings with both internal and external customers and colleagues

- Actively participate in creating a safe and affirming work environment that promotes productivity, mentoring, teamwork and cooperation, including recognising accomplishments of team members, considering differing viewpoints when analysing issues and problem solving, seeking and responding appropriately to feedback, and maintaining clear, effective, open, honest communication with both internal and external customers and colleagues
- Work within Durri ACMS's Workplace Health and Safety requirements and instruction and advice of any concerns you have about safety in the workplace. Recognise, recommend and implement actions to prevent unsafe work practice
- Participate in quality assurance programs to ensure safe and effective health care
- Participate in organisational and community activities to advance the health of Aboriginal and Torres Strait Islander people
- Other duties as required, within your skills, experience and capacity.

### 3. SELECTION CRITERIA

- 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
- Two years recent post graduate experience
- 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
- 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 ANFP Program service guidelines and associated materials, and reliability in the use of clinical assessment tools
- 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
- Ability to use Microsoft products and the ability to use or willingness to gain proficiency in the Communicare patient information management system
- 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.

#### **Essential Requirements:**

#### **ESSENTIAL – includes qualifications, skills, experience and knowledge.**

- The Nurse Home Visitor must have registration with the Australian Health Practitioner Regulation Agency and a current annual practicing certificate is essential
- Appointment to this position requires proof of qualification and current registration to be provided prior to the commencement of duty
- All persons appointed to positions within Durri ACMS's ANFP Program will be required to successfully complete national ANFP training courses as a work activity.



This may require engaging in training:

- On-line learning
- Travel away from Kempsey for periods of 5 – 10 days may be required
- On-site training and a combination of learning formats
- It is a condition of employment that all employees are holders of a current and valid Working with Children Check
- Commitment to work within the principles of Aboriginal and Torres Strait Islander community control including a willingness to develop the leadership of Aboriginal and Torres Strait Islander staff.

**Desirable Requirements:**

- Evidence of experience and/or studies towards postgraduate qualifications in antenatal care, neonatal care, midwifery, child health or family centred practice
- Evidence of experience in the delivery of nursing services in a home, school or community visiting service environment
- Demonstrated experience in community education, public speaking or health promotion activities.

**Additional Requirements:**

- Employees are required to demonstrate a commitment and capacity to engage in ongoing self-development by participating in courses and programs with a focus on qualifications/skills upgrade
- Experience working with people from Aboriginal and Torres Strait Islander communities and groups and within an Aboriginal community controlled health setting
- Experience in structured evidence-based outcome-focused service models for women, children and families
- Post graduate qualifications in maternal health, child and family health, mental health, public health or related field
- A non-smoking policy is effective for all staff across Durri ACMS's worksite and vehicles
- Employees may be required to work outside of core business hours from time to time
- Durri ACMS has a 6 month probationary period for new employees.

**Applications addressing the selection criteria are to be received by no later than close of business on Monday 09 October 2017 at 5.00 pm**

Further information on the Australian Nurse Family Partnership Program can be found of the following website: [www.anfpp.com.au](http://www.anfpp.com.au)

**Enquiries about the position can be directed to Paula Skinner by email**

**[Paula.Skinner@durri.org.au](mailto:Paula.Skinner@durri.org.au) or phone 6560 2307**

**Applications (Resume and brief covering letter addressing the key requirements above) can be addressed to [hr@durri.org.au](mailto:hr@durri.org.au)**

**APPLICATIONS CLOSE DATE Monday 09 October 2017 at 5.00 pm**