

- A probationary period of six (6) months applies, followed by formal staff appraisal; thereafter according to annual schedule
- Regular position reviews with the Program Manager, Child and Parental Health Team or delegate within the probationary period
- Some intra/interstate travel may be required
- Some out of hours work may be required
- Must be willing to undertake appropriate education and training to meet the requirements of the position
- Evidence of compliance with PLAHS staff Category A immunisation requirements including COVID-19 and annual fluvax to be provided prior to commencement and maintained as per schedule
- Must hold a satisfactory DCSI Working with Children Check (WWC) current within 5 years and an Aged Care Related Criminal History Check and/or a current National Police Certificate or approved alternative current within 3 years to be presented prior to commencement and maintained throughout as required
- Must hold a current unrestricted driver's licence. Loss of licence may lead to loss of employment
- Must hold a Provide First Aid Certificate current within three (3) years
- Cardiopulmonary Resuscitation (CPR) to be updated annually
- Must hold *Safe Environments for Children & Young People* certification or approved alternative - currency within 3 years to be maintained throughout employment
- Hand Hygiene and Infection Control training to be updated annually
- Current AHPRA registration – Registered Nurse/Midwife
- Must demonstrate awareness of and strictly abide by the PLAHS Privacy Policy and its applications
- Must maintain strict confidentiality in relation to all aspects of client, employees and PLAHS information. Breaching of confidentiality in any form will be considered grounds for dismissal
- All PLAHS employees must abide by all PLAHS Policies & Procedures as outlined in the relevant manuals and sign Confidentiality, Code of Conduct, Use of Internet & Email, Acceptance of Conditions and Rules for Driving a PLAHS Vehicle and Work Health & Safety agreements
- Must provide consistency and impartiality within complex community/cultural considerations to avoid conflicts of interest
- Must participate in and support PLAHS programs and initiatives including continuous quality improvement and community capacity building
- Must comply with PLAHS' Smoke Free Workplace Policies and Procedures
- All PLAHS positions are conditional upon ongoing funding and satisfactory performance

As part of a culturally appropriate and multidisciplinary team, and with strategic direction from the Program Manager Child and Parental Health, the appointee will deliver Primary Health Care that includes:

- Ante natal/intra natal and post natal care
- Women's health screening that includes PAP smears and breast self examination
- Immunisation program
- Supporting Sexually Transmitted Infections (STI)/Blood Borne Viruses (BBV) program
- Providing family-centred primary health care practice including home visiting
- Providing specialist knowledge in the multidisciplinary team
- Delivering culturally appropriate health education to the community
- Reducing the impact of social and emotional wellbeing factors on families and young children
- Advocating on behalf of children and their families
- Delivering screening and surveillance programs to client groups
- Working collaboratively with other PLAHS program areas
- Working in partnership with all health care professionals within the multidisciplinary team
- Maintaining information systems such as Communicare Patient Information Recall Systems, client files, statistics and other records required for the efficient and effective management of clients
- Participating in planning, decision making, implementation, evaluation and review processes
- Reporting as required
- Other relevant duties as required

PERSON SPECIFICATION - applicants must address each dotpoint

ESSENTIAL MINIMUM REQUIREMENTS (*those characteristics considered absolutely necessary*)

Qualifications

- Current registration as a Registered Nurse/Midwife with the Australian Health Practitioner Regulation Agency (AHPRA)
- Competencies necessary to practise in the particular practice setting
- Minimum of three (3) years' post graduate experience relevant to the practice setting
- Appropriate immunisation accreditation, competency and practice

Abilities/Aptitudes/Skills

- Willingness to undertake further required education and professional development relevant to the position
- Demonstrated ability to provide child and parental health services including in child health nursing, women's health, STIs and BBVs
- Competency in provision of childhood immunisations
- Demonstrated ability to communicate effectively with both Aboriginal and non Aboriginal people
- Demonstrated ability to communicate with professionals from other disciplines
- Demonstrated ability to work independently, determining priorities through effective time management and organisational skills
- Demonstrated ability to work effectively in a multi disciplinary team
- Demonstrated ability to identify and coordinate resources to provide effective and efficient services and programs
- Demonstrated ability to use information technology including client data entry software and Microsoft Office products capably and effectively
- Ability to access and interpret system data and report as required

Experience (*including community experience*)

- Experience in working with Aboriginal people
- Experience in delivering child and parental health programs
- Experience in nurse-led family home visiting
- Experience in paediatric developmental screenings
- Experience in working in regional communities

Knowledge

- Knowledge, understanding and awareness of the diversity of Aboriginal cultures and societies
- Knowledge of Primary Health Care principles
- Knowledge and understanding of Cultural Safety principles and their workplace implementation
- Knowledge of Social Justice principles and practice
- Knowledge of Equal Opportunity and Work Health & Safety (WHS) Legislation
- Knowledge of relevant local resources and organisations
- Knowledge of client-centred, consultative and community development approaches
- Knowledge of mandatory notification processes
- Knowledge of nursing/midwifery best practice
- Knowledge and proficiency in immunisation policies and procedures
- Knowledge of STIs and BBVs

Special Requirements (failure to comply may result in termination of employment)

- Must hold a current unrestricted driver's licence (loss of licence may result in termination of employment)
- Satisfactory DCSI Working with Children (WWCC) and Aged Care Related Criminal History Checks or approved alternative current within 3 years to be presented prior to commencement and maintained throughout as required.
- Evidence of compliance with PLAHS staff immunisation requirements including COVID -19 (2 plus booster) and current fluvax to be provided prior to commencement and thereafter within the stated timeframe/s
- Provide First Aid certificate current within 3 years
- Cardiopulmonary Resuscitation (CPR) certificate to be updated annually
- *Safe Environments for Children & Young People* or approved alternative certification current within 3 years
- Hand Hygiene and Infection Control training to be updated annually
- Must demonstrate awareness of and strictly abide by the PLAHS Privacy Policy and its applications
- Must maintain strict confidentiality in relation to all aspects of client, employees and PLAHS information. Breaching of confidentiality in any form may be grounds for dismissal.
- All PLAHS personnel must abide by all PLAHS Policies & Procedures including Confidentiality, Code of Conduct, Use of Internet & Email, Acceptance of Conditions & Rules for Driving a PLAHS Vehicle and Work Health & Safety as outlined in the relevant manuals and as signed off by the appointee
- Must comply with PLAHS' Smoke Free Workplace Policies and Procedures
- Must provide consistency and impartiality within complex community/cultural considerations to avoid conflicts of interest
- Must participate in and support the Organisation in its continuous quality improvement program, community capacity building and any other PLAHS initiatives as required

DESIRABLE CHARACTERISTICS: *Those characteristics that distinguish between applicants who have met all the essential requirements.*

Qualifications

- Postgraduate qualification/s in child and family health

Abilities/Aptitudes/Skills

- Case management skills

SPECIAL NOTES

Review of Job & Person Specification:

This Position Specification will be reviewed regularly as part of the performance management and review program. This regular review will ensure that the Position Specification is current and accurately reflects the duties carried out by the incumbent.

All staff are identified as being front line providers in client service. Therefore, they will be supported with the necessary systems and procedures/training to ensure appropriate, timely and efficient service provision.

*Created 2010
Revised August 2013
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Reviewed & revised July 2019
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Reviewed and updated November 2022*