

JOB AND PERSON SPECIFICATION

Title Position	Community Midwife
Classification Code	RN 2
Type of Appointment	Permanent *subject to ongoing funding and Performance Review
FTE	1 FTE (76 hours per fortnight)
Health Service	Nunyara Aboriginal Health Service Inc
Position Number	NDMBS 0007
Position Created	July 2017
Review Date	June 2019
Responsible To	Accountable to Coordinator - New Directions Mothers and Babies Services (NDMBS)

Performance Monitoring

An initial review of performance will be undertaken within three months, and then formally reviewed every 12 months based on this position description

Last PDR Date

Next PDR Date

Qualifications

Essential	<ul style="list-style-type: none"> • A South Australian current driver's licence and willingness to drive locally and regionally
Desirable	<ul style="list-style-type: none"> • Experience in providing services to Aboriginal communities
Special Conditions	<ul style="list-style-type: none"> • Successful applicant must be prepared to submit to a Police Security and DCSI Check • Some Intra/Interstate travel may be required necessitating overnight absences and out of hours work • Some approved out of hours work may be required for which time in lieu (TOIL) arrangements may apply • The incumbent will be required to strictly observe the confidentiality of information received and given • Training and further education will be provided • Random drug and alcohol testing may be undertaken
Salary / Award	\$85,902.00k PA FTE Nurses Award 2010

JOB AND PERSON SPECIFICATION APPROVAL

All excluding senior positions



Date: 21/2/2018

**Chairperson,
Nunyara Aboriginal Health Service Inc**

POSITION INFORMATION DOCUMENT

Level Characteristics

This position is defined at the Registered Nurse/Midwife Level 2 by the virtue of the requirements to:

1. Delivering direct and comprehensive nursing care and individual case management to a specific group of patients or clients in a particular area of nursing practice within the practice setting
2. Providing support, direction, orientation and education to Aboriginal Health Workers/Practitioners, AMIC Practitioners, RN1's, EN's, student nurses.
3. Being responsible for planning and co-ordinating services relating to a particular group of clients or patients in the practice setting
4. Act as a role model in the provision of holistic care to patients or clients in the practice setting and,
5. Assisting in the management of action research projects, and participating in quality assurance programs and policy development within the practice setting

Position Summary

The Community Midwife will contribute to the delivery of appropriate and culturally relevant services to Aboriginal clients in Whyalla under the direction of the New Directions Mothers and Babies Services (NDMBS) Coordinator and is responsible for assisting with the provision of ante natal, post natal, women's health and children's health services to enable Aboriginal clients, pregnant mothers and children from 0-5 years old and their families.

The Community Midwife will work with a team of Aboriginal Health Workers and other staff located at Nunyara Aboriginal Health Service Inc.

Position Characteristics

The Community Midwife is responsible for a range of tasks including:

- Direct care for clients and families
- Maintenance of accurate client statistics
- Health Promotion and community engagement
- Team and organisational activities
- Professional development
- Performing general domestic duties as required from time to time
- Any other duties as requested and within scope

Organisation

Supervisor reports to:	CEO
Supervisor's position:	Coordinator New Direction Mothers and Babies Service
Subject's position:	Community Midwife
Staff Supervised:	Aboriginal Health Worker / AMIC Worker

Other positions reporting to the Manager:

Aboriginal Health Worker	Practice Coordinator
Registered Nurses	Domestic and Gardening Personnel
Aboriginal Maternal Infant Care Workers	Clerical and Administrative Officers
Aboriginal Health Practitioners	Aboriginal Environmental Health Worker

JOB SPECIFICATION

1. Summary of the broad purpose of the position in relation to the organisation's goals

Working under general direction of the NDMBS Coordinator, the primary role of the Community Midwife is to:

- Facilitate the provision of a coordinated, safe and effective antenatal and postnatal care, health counselling and primary health care to women and their families, in partnership with the Aboriginal Health Workers and Practitioners, GPs and birthing hospitals
- Provide support to clients and families, through assessment and appropriate referrals to internal and external service providers.
- Coordinate and participate in home visiting where appropriate.
- Develop and implement culturally appropriate antenatal groups.
- In partnership with the Aboriginal Health Workers (AHW) and Aboriginal Health Practitioners (AHP), develop and maintain suitable, evidence based, health promotion and information resources for pregnant women and their families.
- Contribute to quality management systems and continuous improvement processes

KEY PERFORMANCE INDICATORS

Summary

The Community Midwife will use the Key Performance Indicator Section of this Job and Person Specification to continually assess their performance against the key tasks, and update and add to these indicators at regular intervals. The Key Performance Indicators are an integral element of measuring the achievements of the position and should be utilised as an ongoing tool in order to evaluate the position and service provided.

Key responsibilities, outcomes and measures

RESPONSIBILITIES / KEY TASKS (KPI'S)	ACTIONS	PERFORMANCE MEASURE / INDICATORS <i>(Measures the outcome of the following activities by quantity, quality, or timelines.)</i>
Health promotion and community engagement	In partnership with AHW/AHPs provide up to date information and education to individuals, groups and the wider Aboriginal community:	Participate in education and health awareness to maximise positive health outcomes for Aboriginal women.
		Establish and maintain a working relationship with the birthing hospitals and the Aboriginal Maternal Infant Care program
		Promote and support the benefits of healthy growth and development, healthy social-emotional development and healthy lifestyles and environment
		Promote the importance and benefits of general preventative health assessments and immunisation and ensure access to these services
		Contribute to the development and implementation of current, evidence based and culturally appropriate resources for antenatal and postnatal mothers
		Establish and maintain a communication network for liaison with other health service providers

RESPONSIBILITIES / KEY TASKS (KPI'S)	ACTIONS	PERFORMANCE MEASURE / INDICATORS <i>(Measures the outcome of the following activities by quantity, quality, or timelines.)</i>
Provide direct care for clients and families	Provide proficient clinical midwifery care and individual case management to clients:	<p>Assess client needs, plan, implement and coordinate appropriate service delivery options and communicate changes in condition and care.</p> <p>Work within a partnership framework to promote women's full participation in their health care and allowing them to make informed life decisions.</p> <p>Identify and appropriately refer women with or at high risk of Perinatal mental health issues</p> <p>In partnership with the Aboriginal Health Practitioners/Workers design and provide culturally appropriate health education programs and groups for pregnant women and their families.</p> <p>Facilitate internal and external referral and ongoing engagement with a range of social and specialist services as needed.</p> <p>Contribute to the implementation and maintenance of systems to protect clients and staff</p>
Professional Development	Participate in personal and professional development activities:	<p>Attend professional development training courses and activities to maintain and update clinical knowledge and skills as appropriate</p> <p>Participate in regular performance development reviews</p> <p>Attend professional meetings as required such as reflective practice, multi-disciplinary meetings and debriefings</p> <p>Actively participate in reflective practice, peer supervision practice and case conferencing</p>

RESPONSIBILITIES / KEY TASKS (KPI'S)	ACTIONS	PERFORMANCE MEASURE / INDICATORS (Measures the outcome of the following activities by quantity, quality, or timelines.)
Team & Organisational Activities	Maintain a positive working relationship with others and participate in working groups and activities:	Contribute to and support a positive team morale
		Actively and regularly participate in team planning activities and meetings
		Contribute to the development and implementation of service policies and procedures
		Continuous review of the child and maternal health program in relation to antenatal and postnatal care
		Provide mentorship and support for Aboriginal staff and act as a resource person for midwifery care
		Develop and maintain effective internal and external networks in a professional manner
		Participate in internal working groups, committees and organisational activities where requested
		Promotes and presents a positive image of Nunkuwarrin Yunti to other staff, clients and the community in general
		Ensure compliance with a range of administrative practices: <ol style="list-style-type: none"> 1. Maintain timely and accurate documentation consistent with professional standards 2. Provide regular statistical and other reports as requested
		Ensure secure management of organisational data and files and compliance with privacy policies and legislation

GENERAL

1. Customer service

Act in a professional manner at all times when dealing with internal & external clients and agencies by:

- Maintaining confidentiality and privacy at all times, whilst respecting the clients values & wishes unless over-ridden by mandatory reporting obligations
- Respecting the values and wishes of clients and encourage consumer participation in decisions that effect them
- Actively work to promote the organisation and colleagues in a positive manner at all times both internally and externally
- Promoting positive and harmonious relationships between clients, relatives and staff.
- Being prompt and providing courteous service to clients, families, carers and colleagues in a timely and efficient manner
- Promote services that are culturally appropriate to the consumer
- Being responsive to telephone inquiries which includes the identification of self and facility / department
- Be aware of and respecting the need of colleagues
- Maintain a courteous, efficient & effective customer service both in person and by telephone;
- Contributing towards two way understanding of a need to balance Aboriginal cultural requirements & Health Service needs by acting as a cultural broker between Aboriginal people & other health staff;

2. Participates as an effective member of the Nunyara Aboriginal Health Service team:

- using and promoting effective communication and interpersonal skills;
- Participating in team meetings, staff meetings, and other health service meetings and committees as required.
- utilising appropriate resources effectively and efficiently;
- Providing support to other staff members as requested.
- Providing various client related tasks as appropriate and directed, eg: providing transport

3. Employees have a responsibility and obligation to comply with statutory and organisational requirements, procedures and rules that are introduced to ensure a safe and healthy work environment, free of discrimination by:

- Complying with workplace policies and procedures
- Participating in all activities associated with the management of workplace health and safety.
- Identifying and reporting all health and safety risks, accidents, incidents, injuries, property damage and near misses in the workplace.
- Comply with and have a working knowledge and understanding of Infection control policies and procedures.



- Correctly utilising appropriate personal protective equipment.
- Promoting awareness and compliance with Equal Employment Opportunity principles.
- Regularly participate in personal performance development reviews.
- Participation in continuous quality improvement programs and accreditation activities.
- Ensuring cultural sensitivity is maintained by attending and contributing to their learning in diversity of cultural awareness and cross cultural training, with a frequency to be determined as appropriate by the organisation.
- All staff will actively support and contribute to risk management by maintaining an awareness of the risks relating to their area of responsibility and accountability including the identification and reporting of such risks
- It is the responsibility of every employee to ensure that no official record created or received (in any format) is destroyed without following prescribed retention procedures and subsequent authorisation from State Records. It is further the responsibility of every employee to ensure they gain an understanding of what constitutes an official record. It is a requirement that all employees will adhere to the prescribed Policy, Procedures & Practices of this organisation in relation to records management.

4. Contribute to the achievement of outcomes, as identified in the Nunyara Aboriginal Health Service Inc. Strategic Plan by:

- Contributing to the development and implementation of organisational strategic directions and plans.

This Position Description will be reviewed regularly, at least every 12 months, and when necessary during the course of the 12 months, by the Supervisor together with the incumbent. This regular review will ensure the Position Description is up to date and accurately reflects the duties carried out by the incumbent.

Acknowledge by Occupant:

.....

Date: / /

.....

Please print Name

PERSON SPECIFICATION

Essential Minimum Requirements including qualifications, skills, experience knowledge (to those characteristics considered absolutely necessary)

1. Current Registration as a midwife within Australia with the Australian Health Practitioner regulation
2. Relevant post registration experience of at least 3 years
3. Demonstrated experience in the delivery of antenatal and postnatal care to Aboriginal and Torres Strait Islander women, including demonstrated understanding of culturally sensitive practices
4. Demonstrated knowledge of the specific health and social determinants impacting on Aboriginal women's health and pregnancy outcomes
5. Work in Partnership with Aboriginal health professionals and provide mentoring and support
6. Demonstrated high level of capacity to work within a multi-disciplinary approach and contribute to an integrated approach to complex client care
7. Negotiating and maintaining positive working relationships and client pathways across a complex health system environment at primary secondary and tertiary levels
8. Demonstrated integrity, reliability, flexibility and self-motivation
9. Demonstrated ability to work autonomously, demonstrate well developed organisational skills including the ability to prioritise workloads to meet deadlines

Desirable Characteristics (to distinguish between applicants who have met all essential requirements)

10. Experience working with Aboriginal families in a community environment
11. Previous experience working in an Aboriginal Community Controlled service
12. First Aid certificate or training.