



Position Description

Community Health Nurse – Healthy Mothers Healthy Babies Program

Agreement:	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2016-2020
Classification:	Registered Nurse 4A
Directorate:	Allied Health & Community Development /Service Delivery
Reports to:	Director Clinical / Community Services
Direct Reports:	Team Members

Our vision is ensuring the health and wellbeing of our community.

Our values are:

Persistence	Integrity	Compassion	Respect	Responsiveness
-------------	-----------	------------	---------	----------------

Organisational Context

DPVHealth provides primary healthcare, social and psychological support services to people of all ages, focusing on the growing outer northern metropolitan area of Melbourne. Our services have a strong focus on treatment, prevention, early identification rehabilitation and maximisation of independent living skills.

DPVHealth is a major provider of primary healthcare in our region and is committed to establishing a well-integrated primary healthcare service that is accessible to people in the city of Whittlesea and neighbouring metropolitan and rural municipalities. DPVHealth partners with General Practitioners, Hospitals, and the three levels of government, local agencies and community members to achieve an effective universal primary healthcare system.

DPVHealth is a registered Community Health Centre and a Company Limited by Guarantee. It is funded by government grants and other self-managed revenue activities. It is governed by a Board Of Directors elected and appointment from the community.

Our expectations is that staff will operate as a co-operative team. Our staff will be flexible, multi-skilled and able to work with a diverse range of individuals, multidisciplinary groups and community agencies.

Our staff will continually update their knowledge to take on new responsibilities and challenges.

Purpose and Scope

The clinician will hold responsibility for the provision of a high standard of clinical services to eligible clients in the community, either pre delivery or post-delivery for period of up to 8-10 weeks.

Quality client care will be provided through the application of competent clinical midwifery and women health skills in assessment, planning, treatment, education and management.

Doc no:	Doc Name:	Doc Owner: Human Resources
Effective:	Review Due:	Version No V1

The role involves supporting self-management approaches into care coordination, assessment, treatment and education to clients with a range of clinical presentations during pregnancy and in the immediate post birth period.

The role also assists with onward referral and identification of equipment needs.

Roles Key Accountabilities and Duties

Service Delivery:

- To meet, and strive to exceed, personal and workgroup targets for Key Performance Indicators as set from time to time by DPVHealth and/or funding bodies in areas such as Safety, Efficiency and Effectiveness, amongst others.
- Undertake timely and appropriate assessments and intervention – either in a clinic setting or within the clients home;
- Provide direct clinical care consistent with the client presentation and referral needs;
- Develop care plans in consultation with clients and other relevant participants, that identify goals and reflect a self-management approach;
- Review client at regular intervals (within program timeframe)and undertake appropriate planning for discharge/onward referral;
- Undertake activities to monitor and evaluate the quality of services provided to clients;
- Practice effective infection control procedures ;
- Participate in multi-disciplinary team activities that will enhance the quality of care to the clients;
- Participate in team and discipline based quality improvement and service development activities;
- Supervise and support the service Allied Health assistant;
- Supervise and evaluate students, as required;
- Oversee overall service for relevant discipline ensuring practices and clinical pathways are consistent for clients;
- Undertake family centered interventions as per assessment and referring identification;
- Identify and make appropriate referrals both internally and externally;
- Identify and report any child protection issues following DPVHealth Policy & procedures;
- Shared antenatal pregnancy and post-natal care;

Administration:

- Document assessments, care plans and interventions in the client record - TRAK system;
- Complete accurate and timely records which meet reporting requirements;
- Undertake as required, the monitoring, purchasing, storage and maintenance of supplies and equipment;
- Comply with all relevant sector and approved DPVHealth risk assessment and diagnostic tools including Home Visit Safety assessment;

Organisational:

- To actively support the Vision, Purpose and Values contained in the DPVHealth Corporate Plan;
- To comply with all relevant legislation including Occupational Health and Safety, Privacy, Health Records, Equal Employment Opportunity;
- To abide by the Policies & Procedures of DPVHealth (which may be amended from time to time);
- To undertake Continuing Professional Development;
- To actively promote PVCH and its services within the community;
- Other duties as directed;

Core Competencies, Attributes and Capabilities

Clinical/Professional:

- Thorough understanding and absolute commitment to the principles and practises of infection control regulations and procedures;
- Demonstrated commitment to the principles of diversity, EEO and participatory work practices;
- Demonstrated commitment to and use of appropriate ethical standards and behaviours;

Client Orientation:

- Demonstrated commitment to social justice and advocacy on behalf of clients;
- Demonstrated sensitivity to Culturally and Linguistically Diverse (CALD) individuals and communities;
- Demonstrated sensitivity to clients from Refugee and AS backgrounds and communities;
- Demonstrated commitment to access and equity for individuals from disadvantaged communities;
- Demonstrated commitment to engaging with consumers and the community to enable service improvement and to contribute to organisational decision making;
- Understanding local health and community services and referral pathways and processes;
- Experience in identifying and developing client goals and client focused care plans;

- An ability to coordinate the care of clients and liaise with participants in clients care;
- A thorough understanding and commitment to the principles of client self-management, and the ability to demonstrate the application of these principles in client service delivery;

Interpersonal:

- Well-developed written and oral communication skills, interpersonal skills and advocacy skills;
- Ability to liaise effectively with clients, community groups, other employees and external agencies;
- Ability to negotiate and gain co-operation and support from others in a team environment;
- Ability to adapt to change and to integrate new concepts and theories into practice;
- Willingness to support team members and work as part of a cohesive team across DPVHealth;

Leadership:

- The capacity to inspire trust and confidence by others;
- Ability to manage competing priorities;

Management:

- Not Applicable;

Computer:

- Sound demonstrable knowledge of MS Outlook, MS Office (including Word, Excel, PowerPoint) and Internet Explorer;
- The capacity to learn to effectively use the DPVHealth electronic records systems (for example VHIMS, TRIM, TrakCare, Titanium);

Others (specify):

- Not Applicable;

Financial:

- Not Applicable;

Culture, Engagement, Diversity – People Experience

- Demonstrates behaviours aligned with DPV Health Values and Code of Conduct;
- Create and implement a culture of trust, collaboration and ownership;
- Actively supports and demonstrates inclusive behaviour with a zero tolerance for any bullying, harassment and inappropriate conduct;
- Participate in the handling and response of service users' feedback;

Health and Safety

- Take reasonable care to ensure no risk of harm to self and others in the workplace. This includes immediately reporting any incidents, near miss, hazards and injuries;

- Comply with relevant Occupational Health and Safety laws, standards, safe work practices, policies and procedures and attend all safety initiatives, improvements & training;
- Act as a role model by demonstrating safe work behaviours and conducting work in accordance with our safety management system;

Risk Management and Compliance – Quality and Accreditation

- Ensure documentation supports both quality and departmental standards;
- Provide useful performance data and feedback to the direct reports and relevant committees and engage staff in identifying and taking appropriate action in response;
- Actively identify, monitor and manage areas of key risk and lead appropriate escalation and response;
- Actively monitor, audit and improve the quality and safety of their care and services;
- Identify risks as they emerge and proactively address new and known risks;

Key Selection Criteria

Mandatory: (Successful applicants are required to provide certified copies of the mandatory qualifications listed in this section).

- Registration as a Registered Nurse Division with the Australian Health Practitioners Registration Agency (AHPRA);
- Midwifery or Maternal & Child Health experience;
- Substantial experience and sound theoretical knowledge base;
- Superior understanding and demonstrated experience of family centered practice;
- Experience working collaboratively within the community and within a multi-disciplinary team;
- Knowledge and experience in health promotion principles and practices;
- Current Victorian driver's licence;
- Experience in the provision of an outreach model of care;
- Knowledge and experience in engaging with the most vulnerable, marginalised and isolated population groups;
- Ability to work with women and families with complex health and social issues;
- Ability to network, liaise and refer with external agencies and services;
- Experience and skill in the development, facilitation, implementation and evaluation of community based parenting programs;

Desirable:

- Experience in community health, or other community based service;
- Current competencies and experience in the provision of midwifery based care in a community setting;

- Experience in providing childbirth and child care education;
- Graduate/Post Graduate qualifications in Public Health or related field;
- Proficiency in a community language;
- Experience using interpreters;

Conditions of Employment

Remuneration:

- The employee will be paid in accordance with the Award/Agreement;
- Salary Packaging is available for permanent and fixed term employees, in accordance with prevailing legislation and DPVHealth Policy;
- Novated Car Leasing is available for all permanent employees;

Location:

- The employee will be expected to work, either temporarily or permanently, at any site operated by DPVHealth;

Hours of Duty:

- The hours of duty will be as rostered by the employee's Supervisor;

Pre-Employment Checks:

- A Police Check is mandatory. In accordance with DPVHealth Policy, relevant convictions will be taken into consideration when considering applicants for this position.
- All employees of DPVHealth must be either an Australian Citizen, Permanent Resident or have an appropriate Australian visa that will legally enable them to fulfil the obligations of the contract of employment.
- A Working with Children card (WWC) is mandatory for this position. Failure to obtain and retain a WWC card will make the employee automatically ineligible for employment in this position.
- A check with the Disability Worker Exclusion Scheme is mandatory for this position.
- DPVHealth employees who are engaged in direct client care are required to complete the DPVHealth Staff immunisation record form, confirming their consent to receive or declaration that they have received the recommended vaccinations.

Probationary Period:

- Confirmation of new employees to DPVHealth is subject to a 6 month probationary period, during which time the employee must demonstrate satisfactory capability to perform the Key Responsibilities and Duties. This probationary period is regarded as an extension of the interview process.

Experience & Skills

- Ability to set measurable objectives. Planning well in advance and effectively manage timelines, resources, and costs to execute.
- An ability to lead and participate in change and innovation;

Client, Quality and Commercial Focus

- Builds client relationships and demonstrated responsiveness to client needs and wants. (Internal and external);
- Demonstrated knowledge and application of quality improvement, risk management and accreditation processes and reporting requirements;
- Experience and understanding of the Roadmap to Reform Strong Families Safe Children agenda;
- Ability to foster and grow external stakeholder relationships;

Communication and an Interpersonal Approach

- Excellent written and verbal communication skills that communicates with a diverse range of audiences in an informative, engaging and persuasive manner.
- Excellent at developing, establishing and sustaining interpersonal relationships.
- Ability to work under pressure, remain calm, and work and motivate people through ambiguity and the stages of change.

DPV Health Requirements

- Current Victorian Drivers Licence
 - Disability Worker Exclusion Check
 - Travel and working at DPV Health sites is required
 - Valid Working With Children Check
 - Satisfactory Policy Check
-

Acknowledgement			
<i>Position Descriptions may be modified from time to time in accordance with DPVHealth Policy, relevant Awards, Agreements or Legislative amendments.</i>			
<i>Awards and Agreements may be modified or replaced in accordance with the Fair Work Act 2009.</i>			
Employee signature:			
Employee name:		Date:	