

POSITION DESCRIPTION –HEALTH PROFESSIONAL

Position:	Health Professional
Line Supervisor:	Senior Health Professional
Hours:	Part Time 24 hours per week Preferred days are: Monday, Tuesday & Wednesday
Contract Type:	This is an ongoing position, subject to available funding.
Classification:	Grade 5 – Social, Community, Home Care and Disability Services Industry Award 2010

Karinya House Overview

Karinya House is a community based, not for profit organisation servicing the ACT and surrounding regions. For 23 years, Karinya House has provided immediate support for women who are pregnant or have new babies and have nowhere else to turn.

As a twenty-four hour, seven day a week service, Karinya House is the only service specifically for pregnant and parenting women in the region, offering residential as well as outreach case management and support.

Karinya House recognises and acknowledges the unique lived experiences of women as they navigate building a future for themselves. Our practice framework is focused on developing a sense of hope and belonging, to effect lasting positive change in the lives of the women in contact with Karinya House.

By providing a framework of care that encompasses the whole person, practitioners walk alongside women as they develop their capacity to represent themselves and to make informed choices about their own lives. The Karinya House Practice Framework is founded within the principles of trauma informed care and practice. Individual casework management and flexibility in service provision are paramount at Karinya House.

Karinya is a non-religious, non-government and non-judgemental organisation.

Position Function

The Health Professional under the broad direction of the Chief Executive Officer provides direct health advice and support to women and their babies/families through contributing to an individualised and flexible case management plan. The Health Professional builds a working relationship with the women she works with and creates a non-judgemental space of trust and safety within which women can commence addressing their needs and goals.

The Health Professional works closely and liaises with external health and medical supports and the Karinya House casework team, in the provision of holistic and quality casework management.

The Health Professional works to foster and progress the Vision and Core Purpose, of Karinya House, through the implementation of the Karinya House Practice Framework. An ability to work compassionately with pregnant and parenting women and families with complex needs and promote their empowerment and independence is an essential requirement of this position.

The Health Professional must demonstrate an ability to think analytically, to respond to change and be flexible in service delivery. They also need a high level of interpersonal skills and communication skills (both oral and written).

Duties

The Health Professional shall, in addition to the responsibilities outlined in Social, Community, Home Care and Disability Services Industry Award 2010 (available here: [Fair Work Commission \(fwc.gov.au\)](http://www.fwc.gov.au)) provide:

1.Casework Service

- I. Provide support to residential and outreach clients, in line with Karinya House's Practice Framework and related case management policies and procedures, with particular emphasis on the provision of professional health care to pregnant and parenting women and their children. This includes:
 - a. Undertaking home visits to provide education and support for clients in relation to pregnancy, baby care, sleep and settling issues, medical and health related issues.
 - b. Facilitating health/medical appointments for clients, such as ante and post-natal check-ups and baby immunisations
 - c. Providing transport and support to clients attending health/medical appointments as required.
 - d. Supporting the Maternal and Child Health visits to Karinya House and other health related groups, appointments, including immunisations, antenatal and postnatal appointments.
 - e. Contributing to the development of labour support plans for women.
 - f. Provide labour support to clients as requested.
 - g. Contributing to the implementation of the 'Residential Mothers and Babies Health Checklist.'
 - h. Discuss and arrange contraception as requested by clients.
- II. Complete Parenting Assessments for residents, who may be under the care of Child Youth Protection Services as requested
- III. Contribute to the appropriate administration of medication to residents. This may include assisting with the purchasing of prescriptions, establishing and reviewing medication charts and other accurate records.
- IV. Contribute to the Karinya House Group Program..

- V. Maintain and respect privacy and confidentiality of all Karinya clients.
- VI. Work closely with Casework team to ensure best practice and consistency with case management.
- VII. Contribute to the Karinya House on-call roster.
- VIII. Have a sound knowledge of the community and health sectors and appropriately refer clients, advocate on their behalf and liaise with other professionals and organisations, as required.
- IX. Maintain accurate and timely cloud-based client files.

2. Operational Duties

- I. Work flexibly to address organisational and client needs as required.
- II. Contribute to the identification of service gaps and participate in a culture of innovation and continuous improvement by contributing to the regular review of activities, processes and systems and appropriately respond to feedback.
- III. Undertake administrative duties within a cloud-based system in a timely manner.
- IV. Contribute to the safe and effective operation of the organisational assets through undertaking of cleaning, maintenance or other related tasks.
- V. Maintain the highest level of professionalism, cultural sensitivity and adherence to organisational policy and procedures on Equity and Diversity and Workplace Health and Safety (including incident reporting in the performance of the responsibilities of the position).
- VI. Contribute to the effective and respectful use of volunteers to support the organisational goals.

3. Other Duties

- I. Attend staff meetings, as required.
- II. Attend professional training as required.
- III. Assist with fundraising endeavours.
- IV. May be required to perform other duties as directed from time to time to suit organisational requirements and which are broadly consistent with the role.

Selection Criteria

- Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) as a Registered Nurse or Midwife.
- Demonstrated experience or understanding of current maternal and child health practices and theories
- Demonstrated understanding of working from a Trauma Informed Care framework and an understanding of Child Protection issues.
- Demonstrated understanding or interest in working with women and/or families experiencing homelessness, domestic/family violence, mental health or drug and alcohol issues.
- Demonstrated experience and knowledge of case management practices including case file management.
- An understanding of Aboriginal and Torres Strait Islander and Culturally and Linguistically Diverse communities.
- Demonstrated ability to work collaboratively and productively within a team but take initiative and responsibility for own areas of work and manage competing demands.
- Demonstrated ability to think clearly and analytically to respond to unexpected situations as they arise in an appropriate manner and in a way that promotes a client's sense of agency.
- Excellent communication and interpersonal skills which can be appropriately used when working with clients, colleagues, government departments and community organisations.
- Demonstrated computer literacy with ability and willingness to embrace new technologies and use cloud-based technology to manage client files.

- Demonstrated knowledge of workplace obligations, and experience in contributing to workplace practices and behaviours that promote, support and maintain a safe, healthy, equitable, diverse and respectful workplace.
- Ability to work flexible hours as required.
- Current unrestricted Drivers Licence.
- Current First Aid Certificate (including CPR).

Position Notes

- Being female is a genuine occupational qualification of this position under section 34 of the Australian Capital Territory Discrimination Act 1991.
- You must have rights to work in Australia.
- Prior to commencing employment, you will be required to obtain the following, at your own cost:
 - Working with Vulnerable People Clearance.
 - Driving/ Licence record for the last 10 years from the relevant state/territory authorities, where you have held a driver's licence during this period.
- You will be required to undergo a pre-employment:
 - National Police Check.
 - Child and Youth Protection Service Records Check.
 - Medical Check.

Submitting an Expression of Interest

Expressions of Interest from suitably qualified and experienced candidates are open until **9am Tuesday 7 June 2022**

Expressions of Interest must include the following:

- A Curriculum Vitae.
- An outline of how your experience and qualifications meet the selection criteria. You should address each selection criteria separately and each individual criteria response should be no more than one paragraph.
- Details of two referees. Only referees of shortlisted candidates will be contacted.

Expressions of Interest should be submitted to:

Belinda Munn,
Chief Executive Officer – Interim, Karinya House
Belinda.munn@karinyahouse.asn.au

By 9am Tuesday 7 June 2022

Shortlisted candidates will be required to attend an interview in a COVID Safe manner in early-mid June 2022

Enquiries about the Position

For further information on the position, in the first instance please contact Belinda Munn, Chief Executive Officer - Interim, on 0408 095 243 or Belinda.munn@karinyahouse.asn.au.