

## POSITION DESCRIPTION – MATERNAL HEALTH WORKER

<b>Position:</b>	Maternal Health Worker
<b>Line Supervisor:</b>	Services Director
<b>Hours:</b>	Up to 30 hours per week. 3-4 days per week, between Monday and Friday. Standard hours are no more than 8 hours per day, worked between the span of 8am – 4:30pm. Exact hours and days to be negotiated, to establish a two-week roster.
<b>Contract Type:</b>	This is a fixed term parental leave relief role (October 2023 – February 2025). Extension may be possible dependent on funding.
<b>Classification:</b>	Grade 5– <a href="#">Social, Community, Home Care and Disability Services Industry Award 2010</a>  Salary 60 Hours per fortnight: \$74,300 - \$77,600 plus 11% Superannuation*  * Includes up to \$17,500 flexible salary packaging including meal and entertainment.

### **Karinya House Overview**

Karinya House is a community based, not for profit organisation servicing the ACT and surrounding regions. For over 25 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 Maternal Health Worker, is a non-clinical role, who under the broad direction of the Services Director provides practical, hands on health, wellbeing and daily living/ parenting skills support and guidance to women and their babies/families through contributing to an individualised and flexible case management plan.

The Maternal Health Worker 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 priorities and goals.

The Maternal Health Worker 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 Maternal Health Worker 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 Maternal Health Worker 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 Maternal Health Worker 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 and wellbeing care to pregnant and parenting women and their children. This includes:
  - a. Undertaking home visits to provide education and practical 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. Maintain and respect privacy and confidentiality of all Karinya clients.
- V. Work closely with the care team to ensure best practice and consistency with case management.
- VI. Contribute to the Karinya House on-call roster.
- VII. 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.
- VIII. 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. 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**

- Degree or Associate Diploma in health (nursing, midwifery, child and maternal health) or related field, and relevant experience, **OR** extensive demonstrated experience and expertise in working with pregnant and parenting women and/or families.
- Demonstrated experience in building women's practical skills and confidence in parenting and pregnancy, grounded in an 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.
- 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 an individual'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), or ability to obtain one prior to commencement.

### **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.
- Karinya House is located in a residential area in North Canberra. The location offers free on-site parking and bus connections.

### **Submitting an Application**

For further information on the position, please contact Belinda Munn, Services Director, on 0408 095 243 or [belinda.munn@karinyahouse.asn.au](mailto:belinda.munn@karinyahouse.asn.au)

Applications from suitably qualified and experienced candidates are open until **4pm Monday 4 September 2023.**

Expressions of Interest must include the following:

- A Curriculum Vitae.
- A brief response to how your experience and qualifications meets each of the selection criteria. You should address each selection criteria separately and each response should be no more than one paragraph.

Expressions of Interest should be submitted to: Belinda Munn - Karinya House, Services Director  
[belinda.munn@karinyahouse.asn.au](mailto:belinda.munn@karinyahouse.asn.au)  
**By 4pm 4 September 2023**