

## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Family Support Worker
<b>DEPARTMENT:</b>	Linking Families
<b>CLASSIFICATION:</b>	Health Education Officer - Non-Graduate / Graduate
<b>HOURS:</b>	3 days / 24 hours per week, fixed term till June 2025
<b>VACCINATION CATEGORY:</b>	A – High Risk (including full COVID-19 – 2 doses and influenza Vaccinations)
<b>OPERATIONAL BASE:</b>	Fairfield Heights
<b>RESPONSIBLE TO:</b>	NSW Community Programs Manager

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### PURPOSE

Effective early intervention services aim to strengthen communities by supporting families experiencing or at risk of vulnerability, by providing more inclusive, supportive, safe, and empowering services. The Family Support Worker will work collaboratively within the Karitane Linking Families team to meet the following TEI (Targeted Early Intervention) objectives and practice principles:

- **Person Centred** with the child, young person and/or family at the centre and leading decision making.
- **Strengths Based** using a strengths-based approach to service design and implementation that support people to build their capacity for change.
- **Evidence-Informed across the life course**, using natural development phases and transition points as ‘triggers’ for service delivery (for example becoming pregnant, first 2,000 days of a child’s life, mothers returning to work, entry into early learning, starting school, transition to high school)
- **Holistic and collaborative** working in partnership with other relevant services and/or organisations to achieve better outcomes with children, young people and families.
- **Capability building** to build social capital within communities.
- **Trauma Informed** to recognise the impact of trauma on those accessing services and develop and implement trauma informed policies and practices.
- **Flexible and Responsive** in working with families, recognising that families’ needs are not static, and that families may be transitioning in and out of hardship and disadvantage over time.
- **Early Intervention** for families to access support early in the lives of their children and young people.

- **Child safe** to ensure that risk factors that lead to child abuse, neglect, and domestic and family violence are addressed early; and
- **Culturally sensitive** for Aboriginal children, young people, families, and communities have access to timely, effective, accessible, and culturally safe support and services.

## **KEY SELECTION CRITERIA**

- Early Childhood, Health Education, Community Services qualification or other demonstrated experience and qualifications.
- Demonstrated experience working with families in short term case management using a trauma-informed service framework and strengths-based practice approach.
- Demonstrated experience in community engagement and knowledge of community organisations and stakeholder engagement.
- Demonstrated understanding of children’s development (0-5 years).
- Demonstrated ability to work independently and as part of a team.
- Demonstrated highly developed interpersonal and communication skills both written and verbal.
- Experience working with families from diverse backgrounds including CALD, Aboriginal and Torres Strait Islander, socially or geographically isolated families.
- Demonstrated computer skills using Microsoft Office applications and databases.
- Experience in leading and facilitating groups e.g., playgroups.
- Current NSW Class C drivers licence.

## **CONDITIONS OF EMPLOYMENT**

Fixed Term employment until 30 June 2025 as per relevant award in accordance with Named NSW (Non-Declared Affiliated Health Organisations Health Employees Staff Agreement (with possible extension dependent on recurrent Department of Communities and Justice funding).

The majority of Karitane’s services close for approximately two weeks over the Christmas/New Year period, during which time employees are required to take leave.

Karitane supports a smoke free environment including grounds, buildings, and vehicles. Applicants will have a commitment to EEO & WH&S Policies, ethical practice, and the principles of cultural diversity.

Relevant Criminal History, Working with Children’s Check, Apprehended Violence Orders, and prior employment checks, including relevant disciplinary proceedings, will be conducted on recommended applicants.

## **RESPONSIBILITIES**

Karitane programs provide safe, effective, evidence-based quality care consistent with the Karitane vision and values, and adhere to the Professional and NSW Health code of conduct.

## **SUMMARY ROLE AND FUNCTION**

The Linking Families program provides safe, effective, evidence-based quality care consistent with Karitane’s mission, philosophy and standards of care, and adhere to the Professional Code of Conduct, NSW Health.

The key elements of the program include:

- Supporting families with parenting roles in both group and individual settings.
- Providing evidenced based parenting information.
- Encouraging positive parent-child relationships.
- Facilitation of supported playgroups including but not limited to “Small Talk” and other evidenced based programs.
- Facilitating groups that create a welcoming and inclusive environment.
- Building and maintaining strong relationships and referral pathways with other community organisations.
- Reducing isolation for families and linking families to supports in their local community.
- Ensuring care is child centred with the needs and rights of the child are always protected.

## **STATEMENT OF DUTIES**

Listed are the primary duties of the role, and the Performance Standards required to undertake the duties.

### **1. Case Management**

#### **Duties:**

To work in partnership with referred families in all Linking Family programs by providing support, goal setting and skill development to promote optimal health and wellbeing for the family. Support and care are provided within the framework of Karitane Policies & Procedures, Department of Communities and Justice Funding Agreements and Families NSW Strategy.

To support referred families in all Linking Family programs by providing practical parenting advice, referral, support and social contact to promote optimal health and well being for the family.

#### **Performance standard**

The Family Support Worker of the Linking Families Program has the primary role of:

- Implementing the Linking Families Program, within a team approach aligned with TEI Program Framework and the Department of Community and Justice (DCJ)
- Providing support to the Community Programs Manager, other Coordinators and colleagues as required
- Undertaking comprehensive assessment of referred families to assess suitability for TEI programs as required.
- Participating in regular case reviews with Linking Families team for families in TEI programs.
- Undertaking community development, partnerships and liaison with others involved with families, community and prevention of child abuse.
- Facilitating and attending professional consultation and other interagency meetings as required.
- Collecting and entering all relevant client activity data into DEX data portal and assist in the development of program reports as required.
- Assisting with the coordination and facilitation of activities for families such as supported playgroups, picnics, social events and education sessions.
- Maintaining close contact with referring agencies and services.
- Initiating contact and liaison with voluntary and community agencies to provide service information and facilitate referrals.

- Promoting the aims of the programs within the community.
- Participating in the design and implementation of promotional material.
- Participating in Public Relations activity and media as may be required from time to time.

## **2. Organisational**

### **Duties:**

To participate in the smooth operation of Karitane in accordance with the mission statement and business plan.

### **Performance Standard:**

This is demonstrated by your ability to:

- Attend and actively participate in meetings and attend organisation's staff meetings as required.
- Participate in program planning and working parties.
- Consult as appropriate with the multidisciplinary team regarding specific client issues.
- Maintenance of family and volunteer files and personal records.
- Maintenance of activity records, statistics, reporting and information systems.
- Undertake new or additional tasks as directed by management in response to the work setting.
- Be aware of budgetary constraints in the delivery of care.
- Promote harmonious relationships with the organization.
- Deal with conflict effectively.
- Act in accordance with the policies and procedures of Karitane.
- Submit regular monthly reports to Community Programs Manager
- Contribute to the Annual Report and Financial Reports to Management and Community Services.
- Participate in on-going evaluation of the program.
- Participate in clinical supervision as required.

## **3. Professional Practice and Development**

### **Duties**

To practice in accordance with the recognised standards, the Codes of Ethics, Professional Conduct, and legislation.

To pursue professional development opportunities that support best practice in the field.

### **Performance Standard:**

This is demonstrated by your ability to:

- Continually update your knowledge through self-initiated learning and participation in education programs.
- Contribute to research and development of child, adolescent and family health.
- Participate in decision making about health care planning, practice and evaluation.
- Participate in professional activities, particularly those concerning child and family health.
- Develop and demonstrate an awareness of multicultural values, beliefs and practices to facilitate communication with clients and families.
- Contribute to the professional development of colleagues.

- Participate in the Performance Management Process
- Take responsibility for participating in annual mandatory education activities.

#### **4. Quality Improvement**

##### **Duties:**

To participate in outcome-based quality improvement activities that optimise levels of care, and improve customer satisfaction.

##### **Performance Standard:**

This is demonstrated by your ability to:

- Evaluate practice, and identify areas that could be improved.
- Participate in Quality Management activities and Accreditation programs.

#### **ABOUT US**

Karitane is a dynamic and innovative not for profit health organisation and registered charity providing early parenting services. We support families with children from birth to 5 years of age through building parenting capacity, enhancing parent child relationships and strengthening a family's connections with supports in their community. Karitane have been a leading provider of parenting services since 1923 and are approaching our Centenary. Our services are evidence based and delivered by a caring and highly trained professional team of child and family health nurses, paediatricians, social workers, psychologists and psychiatrists offering complete, holistic care.

#### **OUR CARE**

Karitane staff provide safe, effective, family-centred quality care consistent with the organisation's mission, philosophy, values and standards of care, and adhere to the Professional Code of Conduct.

#### **OUR PURPOSE**

We are trusted early parenting experts empowering families and children to be healthy, confident and resilient.

#### **OUR VISION**

Our impact will enable children to have the best start in life.

#### **OUR VALUES**

##### **Respect - Our Relationships**

Our relationships are characterised by respect, support and a recognition of the value of every individual. Each family and child, colleague and care partner is important to us. We value our diverse backgrounds and professional approaches that contribute equally to Karitane's success in providing care.

##### **Innovation –Our Future Focus**

We commit to creative and innovative approaches to our work informed by ongoing research, increasing knowledge, evidence-based practice and contemporary approaches to care. We seek new opportunities for delivering services that are sustainable and transforming for the families we serve.

##### **Collaboration - Our Partnership Approach**

We seek to collaborate with our families, our colleagues and partners to achieve our purpose. We build our partnerships through effective teamwork, shared decision making, our caring and supportive approach and appropriate and timely communication.

### **Excellence - Our Standard**

We strive for excellence in our work supported by effective leadership, professional, transparent and accountable practices, cultural awareness and a commitment to continuous learning.

### **Education and professional development**

- Identifying knowledge in areas of improvement and pursue appropriate continuing education and clinical updating.
- Attend mandatory education in Fire, Manual Handling and any other training courses specified by management which will enhance personal development and productivity requirements.
- Recognise and respond to the need for accurate health promotional information for clients, visitors and other members of staff.

### **Clinical and/or corporate governance**

- Identifying the needs of clients, visitors and where possible adapt services to meet those needs.
- Understand and assist with the accreditation processes within Karitane and participate in the implementation of improvement strategies.

### **Code of conduct**

- Adhere to the Ministry of Health Code of Conduct PD2012\_018 and Ethics.
- Demonstrate accountability and ethical behaviour in the performance of all duties.
- Respect the physical, emotional, social, and spiritual needs of the client and their carers, including their right to be involved in decision-making affecting their health care.
- Report any suspected cases of child neglect or abuse to immediate manager.
- Be aware of medico/legal responsibilities.
- Maintain confidentiality and privacy at all times.
- Report suspected or actual; fraud associated with the workplace.

### **Work health safety & rehabilitation/security and minimisation/ management of aggression**

- Maintain a current driver's licence and provide a photocopy of same at annual performance appraisals.
- Adhere to Karitane's Work Health and Safety policy and procedures.
- Commitment to and understanding of SWSLHD and Smoke Free Environment Policy 2007.
- Assist with the security of the building by the correct handling of keys.
- Reporting any damage or repairs required to buildings, furniture and equipment to the appropriate supervisor so that repairs can be arranged.
- Adhere to Karitane's procedures for 'Risk Management' of identified risks.
- Ensure all office equipment and lighting is turned off and work area is secure before leaving each

day.

- Attend mandatory education regarding WH&S, security & fire safety.
- Follow the protocols for Information Incident Management Systems (IIMS PLUS).
- Participate in security risk identification/assessment & report any suspicious occurrences/potential for aggressive episodes.
- Assist management in the creation and maintenance of a 'zero tolerance zone' where staff and clients can enjoy an environment in which violence and verbal abuse is not tolerated.

#### **Equal employment opportunity, cultural diversity and antidiscrimination**

- Be aware of and act within the bounds of the EEO Policy of SWSLHD
- Be aware of and act within the bounds of the Anti-Discrimination policy of SWSHD.
- Respond positively to the cultural beliefs and practices of clients, visitors and other staff members.
- Be actively involved in the optimizing service provision to people of Non-English Speaking Backgrounds and Aboriginal and Torres Strait Islander backgrounds.
- Be aware of the NSW Health Zero Tolerance Policy.

#### **Performance Management**

Performance appraisal will be carried out at three months and then annually with your Manager.

#### **Exit Interview**

Participate in an Exit interview on termination.

**Employee' Declaration**

I have read this position description, I understand the position requirements and position demands checklist (attached) and agree that I can fulfil these requirements to the standards outlined.

I am not aware of any reason, which might interfere with my ability to perform the inherent position requirements and position demands of this position.

I am aware that my ongoing employment will be subject to my continued compliance with the relevant NSW Health policy directive/s concerning Immunisation Compliance, Occupational Assessment, and Screening & Vaccination against Specified Infectious Diseases. I am aware that I must ensure that myself and those staff reporting to me are made aware of, and comply with the requirements of, this/these policy directive/s I am aware that any false or misleading statements may threaten my appointment or continued employment with Karitane.

I agree to comply with the policies of NSW Health & Karitane

I also agree to strictly observe the policy on confidentiality of staff and patient information or such other sensitive or confidential information that I may come across in the course of my employment.

I am aware that during the course of my employment, regular criminal record checks and Working with Children's Checks will be conducted with my knowledge to ensure my ongoing suitability for employment.

I agree to strictly observe the Health Service's policy on confidentiality of client information or such other sensitive or confidential information that I may come across in the course of my employment. As the incumbent of this position, I have read this Position Description, understand its contents and agree to work in accordance with the requirements of the position. I understand and accept that I must also comply with the policies and procedures of Karitane

.....  
Employee

.....  
Date

.....  
Chief Executive Officer

.....  
Date

## JOB DEMANDS CHECKLIST

PHYSICAL DEMANDS	FREQUENCY
<b>Sitting</b> - remaining in a seated position to perform tasks	Frequent
<b>Standing</b> - remaining standing without moving about to perform tasks	Frequent
<b>Walking</b> - Floor type: even / uneven / slippery, indoors / outdoors, slopes	Occasional
<b>Running</b> - Floor type: even / uneven / slippery, indoors / outdoors, slopes	Frequent
<b>Bend/Lean Forward from Waist</b> - Forward bending from the waist to perform tasks	Occasional
<b>Trunk Twisting</b> - Turning from the waist while sitting or standing to perform tasks	Occasional
<b>Kneeling</b> - remaining in a kneeling posture to perform tasks	Occasional
<b>Squatting / Crouching</b> - Adopting a squatting or crouching posture to perform tasks	Occasional
<b>Leg / Foot Movement</b> - Use of leg and / or foot to operate machinery	Not Applicable
<b>Climbing (stairs/ladders)</b> - Ascend / descend stairs, ladders, steps	Occasional
<b>Lifting / Carrying</b> - Light lifting & carrying: 0 - 9 kg	Occasional
<b>Lifting / Carrying</b> - Moderate lifting & carrying: 10 - 15 kg	Infrequent
<b>Lifting / Carrying</b> - Heavy lifting & carrying: 16kg & above	Not Applicable
<b>Reaching</b> - Arms fully extended forward or raised above shoulder	Occasional
<b>Pushing / Pulling / Restraining</b> - Using force to hold / restrain or move objects toward or away from the body	Occasional
<b>Head / Neck Postures</b> - Holding head in a position other than neutral (facing forward)	Infrequent
<b>Hand &amp; Arm Movements</b> - Repetitive movements of hands and arms	Occasional
<b>Grasping / Fine Manipulation</b> - Gripping, holding, clasping with fingers or hands	Occasional
<b>Work At Heights</b> - Using ladders, footstools, scaffolding, or other objects to perform work	Occasional
<b>Driving</b> - Operating any motor powered vehicle	Not Applicable
PHYSICAL DEMANDS	FREQUENCY
<b>Sight</b> - Use of sight is an integral part of work performance e.g. computer screens	Frequent
	<b>Choose an item.</b>
<b>Hearing</b> - Use of hearing is an integral part of work performance e.g. Telephone enquiries	Occasional
<b>Smell</b> - Use of smell is an integral part of work performance e.g. Working with chemicals Not	Not Applicable
<b>Taste</b> - Use of taste is an integral part of work performance e.g. Food preparation Not	Not Applicable
<b>Touch</b> - Use of touch is an integral part of work performance	Not Applicable

<b>PHYSICAL DEMANDS</b>	<b>FREQUENCY</b>
<b>Distressed People</b> - e.g. Emergency or grief situations	Not Applicable
<b>Aggressive &amp; Uncooperative People</b> - e.g. drug / alcohol, dementia, mental illness	Not Applicable
<b>Unpredictable People</b> - e.g. Dementia, mental illness, head injuries	Not Applicable
<b>Restraining</b> - involvement in physical containment of patients / clients	Not Applicable
<b>Exposure to Distressing Situations</b> - e.g. Child abuse, viewing dead / mutilated bodies	Not Applicable
<b>PHYSICAL DEMANDS</b>	<b>FREQUENCY</b>
<b>Dust</b> - Exposure to atmospheric dust	Infrequent
<b>Gases</b> - Working with explosive or flammable gases requiring precautionary measures	Not Applicable
<b>Fumes</b> - Exposure to noxious or toxic fumes	Not Applicable
<b>Liquids</b> - Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE	Not Applicable
<b>Hazardous substances</b> - e.g. Dry chemicals, glues	Not Applicable

<b>Noise</b> - Environmental / background noise necessitates people raise their voice to be heard	Infrequent
<b>Inadequate Lighting</b> - Risk of trips, falls or eyestrain	Infrequent
<b>Sunlight</b> - Risk of sunburn exists from spending more than 10 minutes per day in sunlight	Infrequent
<b>Extreme Temperatures</b> - Environmental temperatures are less than 15C or more than 35C	Not Applicable
<b>Confined Spaces</b> - areas where only one egress (escape route) exists	Infrequent
<b>Slippery or Uneven Surfaces</b> - Greasy or wet floor surfaces, ramps, uneven ground	Not Applicable
<b>Inadequate Housekeeping</b> - Obstructions to walkways and work areas cause trips and falls	Infrequent
<b>Working At Heights</b> - Ladders / stepladders / scaffolding are required to perform tasks	Occasional
<b>Biological Hazards</b> - e.g. exposure to body fluids, bacteria, infectious diseases	Not Applicable

#### STATEMENT OF PHYSICAL STATUS

I have read the inherent job requirements for the position. I understand the listed physical, sensory, psychosocial and environmental requirements and the hazards of the position and mark the declaration below:

- I am not aware of any health condition/s (physical or mental) that might prevent me from performing the inherent requirements of this position.
- I have a health condition that may require the employer to provide me with services or aids (adjustments) so that I can adequately perform the inherent job requirements. Any adjustments I may need have been discussed with positions manager, prior to completing the health declaration.

I am aware that any false or misleading statements may threaten my appointment or continued employed with Karitane.

Employee Name: \_\_\_\_\_

Please print

Employee Signature: \_\_\_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_

Manager's Name: \_\_\_\_\_

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Manager's Signature: \_\_\_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_

Reference: SWSLHD Job Demands Checklist

# KARITANE EMPLOYEE AND MANAGERS RESPONSIBILITIES

The table below sets out the core WHS, Risk Management and Training responsibilities as an employee and manager of Karitane.

Karitane aims for excellence in client and family centred care, teaching, research and best practice in every aspect of its service. Karitane has a well-established reputation in the provision of providing child and family health services.

The purpose of this document is to ensure that employees and managers understand their obligations and responsibilities in identifying risks which may impact adversely on Karitane’s provision of services.

**At Karitane ‘Our vision is for children to be safe, healthy and nurtured by confident families and communities.’**

RISK MANAGEMENT
Board
The Board is responsible for ensuring the implementation of policy, overseeing executives (risk owners) to ensure risks are being monitored and that appropriate controls are in place. The Board is responsible for supporting the risk management framework and ensuring that the framework supports the correct functioning of critical controls.
Chief Executive Officer
<p>The Chief Executive Officer (CEO) is directly responsible for Karitane’s Risk Management Policy, Plan and the compliance with the relevant legislation.</p> <p>As part of that responsibility the obligation relies on the CEO to ensure that all Directors/Executives implement Risk Management policies, and appropriate work practices across the Karitane.</p> <ul style="list-style-type: none"> <li>▪ The CEO has the responsibility of informing the Board of the Risk Management Plan and progress.</li> <li>▪ The CEO is ultimately accountable and responsible for Karitane’s performance</li> <li>▪ The CEO is responsible for robust clinical, organisational and financial governance of Karitane</li> <li>▪ The CEO is responsible for ensuring effective systems of internal control</li> <li>▪ The CEO is responsible for determining Karitane’s ability to accept or tolerate risk.</li> </ul>
Senior Leaders (Director/Executive Level Managers)
<p>The senior leadership team is responsible for the development and implementation of the Karitane Risk Management Plan. It is their responsibility to;</p> <ul style="list-style-type: none"> <li>▪ Oversee the implementation of the risk plan at the Facility or functional level and the appropriate allocation and efficient use of resources</li> <li>▪ Ensure appropriate monitoring, auditing and reporting of reported risks</li> <li>▪ Establishing policies, operating and performance standards, budgets, plans, systems and procedures to address identified risks and reduce them to an acceptable or tolerable level</li> <li>▪ Providing oversight of the operational risks, including reviewing and approving management of the risks, and reviewing the adequacy and effectiveness of the controls and treatments, particularly for high and extreme risks</li> <li>▪ Managing specific policy, project and program risks</li> <li>▪ Ensuring that risk management responsibilities are appropriately allocated across all levels of employees</li> <li>▪ Manage and update those risks assigned to the senior leadership team</li> <li>▪ Recognise and escalate risks as appropriate.</li> </ul>

<b>RISK MANAGEMENT (Continued)</b>	
Core Responsibility of All Staff	Core Responsibility of All Managers
<ul style="list-style-type: none"> <li>▪ Be aware of your responsibilities to manage risk in your day-to-day roles and activities within your capacity, delegation and authority.</li> <li>▪ Carry out your role in accordance with policies and procedures and Safe Work Practices (SWPs).</li> <li>▪ Identify and report risks to your line manager.</li> <li>▪ Identify and report ineffective or inefficient risk controls.</li> <li>▪ Report incidents and near misses using the Incident Information Management System (IIMS).</li> <li>▪ Participate in risk management activities.</li> <li>▪ Participate in training and education programs.</li> <li>▪ Participate in audits.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Implement risk assessment and management practices in accordance with the Karitane, SWSLHD and Ministry of Health Risk Management Enterprise-Wide Policy and Framework and ensure evidence is maintained.</li> <li>▪ Manage risks and risk profiles within your service/area of responsibility ensuring that plans are developed and implemented which identify, assess, treat and monitor risks relevant to their portfolio.</li> <li>▪ Integrate the risk management process into all decisions made, including identifying uncertainties that will affect the achievement of objectives through the Risk Register.</li> <li>▪ Recognise and escalate risks beyond your capacity, delegation and authority.</li> <li>▪ Review and manage incidents using IIMS.</li> <li>▪ Model and promote the principles of risk management to promote a robust risk management culture.</li> <li>▪ Ensure that staff are aware of risks, control measures and are able to perform their duties within the constraints of their ability to manage risk.</li> <li>▪ Ensure that staff have sufficient ability and authority, in accordance with delegation, resources and training to carry out their responsibilities.</li> <li>▪ Participate in training and education programs.</li> <li>▪ Develop and manage the department/service risk register.</li> </ul>
<b>WORK HEALTH &amp; SAFETY RESPONSIBILITIES</b>	
Core Responsibility of All Staff	Core Responsibility of All Managers
<ul style="list-style-type: none"> <li>▪ To ensure compliance with the Work Health and Safety Act 2011 and amendments, Workplace Injury Management and Workers Compensation Act 1998 and amendments, Ministry of Health Guidelines and Australian Standards.</li> <li>▪ To report all hazards, near misses, incidents and accidents to the Supervisor/ Manager.</li> <li>▪ To participate in the Workplace Rehabilitation Program.</li> </ul>	<ul style="list-style-type: none"> <li>▪ To ensure compliance with the Work Health &amp; Safety Act 2011 and amendments, Workplace Injury Management and Workers Compensation Act 1998 and amendments, Ministry of Health Guidelines and Australian Standards.</li> <li>▪ To report all hazards, near misses, incidents and accidents to the Supervisor / Manager.</li> <li>▪ To participate in the Workplace Rehabilitation Program.</li> <li>▪ To notify the Return to Work Coordinator of all injuries to ensure effective rehabilitation of injured workers.</li> <li>▪ To ensure regular workplace inspections are conducted and recorded and all reported risks are assessed and appropriate action taken to manage risks and evaluate effectiveness</li> <li>▪ To ensure staff are familiar with emergency procedures by organising attendance at appropriate training (eg.Fire Safety Training).</li> </ul>
<b>WASTE MANAGEMENT</b>	
Core Responsibility of All Staff	Core Responsibility of All Managers
<ul style="list-style-type: none"> <li>▪ Be familiar with the Karitane waste management policies and procedures.</li> </ul>	<ul style="list-style-type: none"> <li>▪ As for all staff and in addition ensure that all staff are aware of the policies and procedures and ensure that they attend any necessary training</li> </ul>

		and updates.
<b>TRAINING</b>		
<b>Core Responsibility of All Staff</b>		<b>Core Responsibility of All Managers</b>
<ul style="list-style-type: none"> <li>▪ To attend induction.</li> <li>▪ To attend annual mandatory training and any other training courses specified by management which will enhance personal development and productivity requirements.</li> </ul>		<ul style="list-style-type: none"> <li>▪ To attend induction.</li> <li>▪ To ensure employees are provided access to appropriate training and development to assist them in personal development.</li> <li>▪ To attend annual mandatory training and any other training courses specified by management which will enhance personal development and productivity requirements.</li> </ul>
<b>SMOKE FREE ENVIRONMENT</b>		
<p>Karitane and SWSLHD have been completely smoke-free from 2 July 2007. This means that smoking is not allowed in any health service buildings, vehicles or grounds. There are no designated smoking areas. To help you quit smoking, free Nicotine Replacement Therapy (NRT) is available. Staff members are entitled to 8 weeks free NRT.</p>		

As the incumbent of this position, I have read the relevant Position Description and this document. I understand its contents and agree to work in accordance with the requirements of the position. I understand and accept that I must also comply with the policies and procedures of Karitane and can be required to work in any location under the jurisdiction of Karitane.

I also agree to strictly observe the Karitane's policy on confidentiality of client information or such other sensitive or confidential information that I may come across in the course of my employment.

Employee Name: \_\_\_\_\_

Please print

Employee Signature: \_\_\_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_

Manager Name: \_\_\_\_\_

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Manager Signature: \_\_\_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_

**References:**

- SWSLHD Risk Management Responsibilities
- Statement SLHD Employee and Manager Responsibilities