

POSITION DESCRIPTION – MATERNAL WELLBEING COORDINATOR

Position:	Maternal Wellbeing Coordinator
Line Supervisor:	Services Director
Hours:	Part Time - Up to 24 hours per week. Exact hours and days to be negotiated. Preference is for an appointment of between 3-4 days per week. Standard hours are no more than 8 hours per day, worked between the span of 8am – 4pm, Monday - Friday
Contract Type:	This is an ongoing role, subject to available funding.
Classification:	Grade 5 – Social, Community, Home Care and Disability Services Industry Award 2010 Salary range for 48 hours per fortnight is: \$65,737 - \$68,715* 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 27 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

Many of the women Karinya House works alongside lack access to consistent, positive parenting role models and have had their own experiences of past family trauma and violence. Working with care and compassion, the Maternal Wellbeing Coordinator provides practical support to women in a range of life skills and 'mother craft skills. Over time, this support can build her confidence in herself and as a mother.

The Maternal Wellbeing Coordinator, under the broad direction of the Services Director contributes to the casework team. The Maternal Wellbeing Coordinator builds a working relationship with the women she works with and creates a non-judgmental space of trust and safety within which women can commence addressing their needs and goals.

The Maternal Wellbeing Coordinator 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.

Duties

The Maternal Wellbeing Coordinator 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. Client Facing Service

- I. Provide support to residential clients, in line with Karinya House's Practice Framework and related case management policies and procedures, with particular emphasis on developing the 'mother craft' and living skills of women. This includes:
 - a. Facilitating individual and collective opportunities to strengthen women's parenting capacity. This may include one on one support for women to develop their skills and confidence as mothers.
 - b. Support the development of independent living skills, amongst women living at Karinya House. Example, support with grocery shopping, budgeting, cooking, domestic skills.
 - c. Create opportunities to build positive peer connections, including regular shared activities for women living at Karinya House
 - d. Provide individual connections to community groups and educational activities
- II. Contribute to facilitating the delivery of a range of group programs/activities, for all women being supported by Karinya House, which provides an opportunity for women to develop skills and build social connections
- III. In conjunction with the Karinya House Health Professional provide informal education and support for clients in relation to pregnancy, baby care, sleep and settling issues.
- IV. Maintain and respect privacy and confidentiality of all Karinya clients.
- V. Work closely with Casework team to ensure best practice and consistency with case management.
- VI. 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.
- VII. 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

- Tertiary qualifications relevant to the field of work (example maternal/ child/ family health, social science, community services, social work) and relevant experience, **OR** extensive demonstrated experience and expertise in working with pregnant and parenting women and/or families and/or child development.
- Demonstrated understanding of current maternal and child health/ development practices and theories.
- Experience in strength-based community development or project management, or group programs that have a focus on building the skills, self-advocacy and social connection of participants.
- Demonstrated understanding of Trauma-Transformative Practice 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 capacity to be solution focused and flexible in order to respond to unexpected situations as they arise in an appropriate manner and in a way that promotes a client's sense of agency.
- Demonstrated experience in building and maintaining relationships/partnerships with individuals, community sector organisations and service providers.
- 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 Australian 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.
- Aboriginal and Torres Strait Islander People are especially encouraged to apply.
- You must have rights to work in Australia.
- The salary indicated in this Position Description includes a 3% salary loading. The loading is intended to be ongoing, however it is subject to any major or unforeseen budget changes and is reviewed on an annual basis as part of the budget cycle.

Background Checks

All volunteers and staff of Karinya House are required to have the following documents and background checks:

- Working with Vulnerable People Card
- 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.
- National Police Check.
- International Police Check if you have lived overseas for more than 12 months in the last 10 years.
- Suitable Person Record Check by Children, Youth and Families.
Please be aware as part of this background check you will be asked for personal details and background information including the personal details of any of your children and any other children for whom you are, or have been a carer for.
Along with information regarding any criminal history, domestic and/or family violence matters or involvement with any statutory child protection systems.

Once appointed, the Services Director or Finance and Administration Officer will assist you in obtaining the necessary background checks.

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

Applications from suitably qualified and experienced candidates are currently open, and will be assessed as they are received, with an offer of employment being made as soon as a suitable candidate is identified.

Only applicants that are shortlisted for an interview will be contacted.

Expressions of Interest must include the following:

- A Curriculum Vitae.
- A brief response to how your experience and qualifications meets the selection criteria.

Expressions of Interest should be submitted to: Belinda Munn - Karinya House, Services Director
belinda.munn@karinyahouse.asn.au

Please submit your application as soon as possible.

