



**JOB DESCRIPTION**

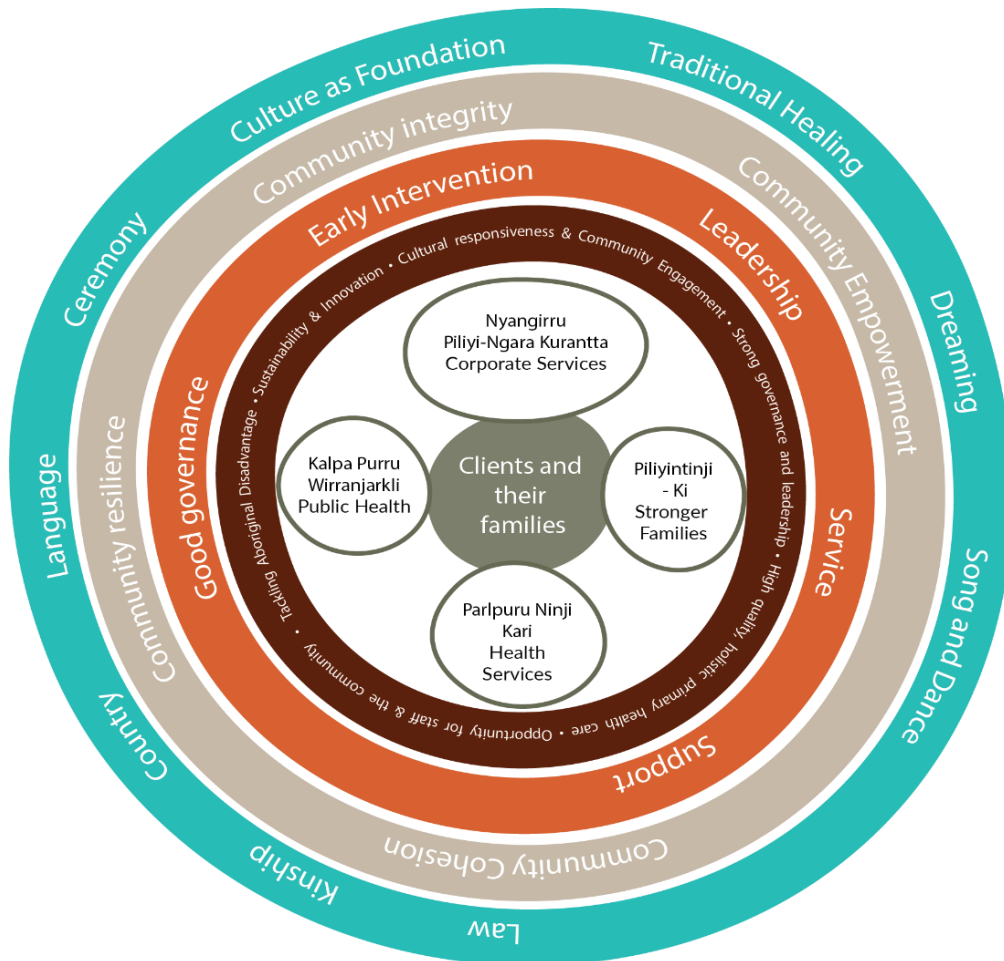
<b>Parluru Ninji Kari – Health Services Section</b>				<b>Work Unit</b>	Programs
<b>Job Title</b>	<b>Maternal Early Childhood Health Program Coordinator</b>		<b>Level</b>	<b>ATSIHP 6.1 – 6.3</b>	
<b>Job Type</b>	Full Time		<b>Duration</b>	Ongoing, Dependant on Funding	
<b>Salary</b>	\$115,674 - \$123,054 pa		<b>Location</b>	Tennant Creek	
<b>Position Number</b>	MECH 12	<b>Budget</b>	HSS	<b>Closing</b>	
<b>Contact</b>	<b>Human Resources - (08) 8962 2633</b>				
<b>Reports to</b>	Executive Manager Health Services				
<b>Information for Applicants</b>	<p>Applications must be submitted Online via Anyinginyi Health Website, providing a one-page summary sheet, with a detailed resume/cv and response to the Selection Criteria. Alternatively provide your application in person or to <a href="mailto:hr@anyinginyi.com.au">hr@anyinginyi.com.au</a></p> <p>Confirmation of employment is <b>dependent on the outcome of successful application</b> for an Ochre Card/ Working with Children's Card.</p> <p>As per Anyinginyi Health Aboriginal Corporation Policy, <b>all employees are preferred to be vaccinated against COVID-19</b> with a minimum of 3 COVID-19 vaccinations.</p>				
<b>Hours of Work</b>	Monday – Friday (excluding public holidays) 8:00am – 4:30pm.				
<b>Special Measures</b>	<b>ATSI Identified Position Female</b>				
<b>About Benefits</b>	<ul style="list-style-type: none"> <li>▪ Salary packaging up to \$15,899.94 pa.</li> <li>▪ Subsidised accommodation for candidates outside of the Barkly region</li> <li>▪ Up to \$5000 relocation assistance and up to \$5000 repatriation assistance.</li> <li>▪ 6 weeks annual leave as well as personal/ carer's leave up to 10 days per year</li> <li>▪ Study leave can be negotiated</li> <li>▪ Remote retention allowance of \$750</li> <li>▪ Employee access to Anyinginyi Health Clinic – with free Prescriptions</li> <li>▪ Free General Dentistry (Lab Work to be paid by employee)</li> </ul>				
<p><b><i>This position is designated Indigenous under Section 57 of the NT Anti-Discrimination Act. Aboriginal &amp; Torres Strait Islander women are encouraged to apply.</i></b></p>					

**ABOUT THE OPPORTUNITY**

The Maternal Early Childhood Health Program Coordinator will work as a part of Anyinginyi Health team, overseeing a multidisciplinary and integrated community-based approach to social and emotional well-being in accordance with the Maternal Early Childhood Health Program schedule. You will be required to provide assessment, support, advice and referral services to pregnant Women, Mothers, families and carers with children to the age of three years old in and around Tennant Creek. This is to be done in collaboration with Maternal Early Childhood Health Program RNs and other external agencies.



PRIMARY HEALTH CARE DELIVERY MODEL



Anyinginyi Health adopts a social community development approach to delivering primary health care ensuring Aboriginal people have the right to affordable, accessible, and appropriate health care. Primary Health care has a broad focus on the social conditions and environment rather than just health care service. Anyinginyi Health holistic approach is based on social justice, equity, community inclusion and social acceptability broadly linked with the social determinants of health.

The integration of preventative measures through public health awareness, education, health promotion and community development are key to community capacity build and to empowering Aboriginal individuals, families and community accepting self-responsibility for health and wellbeing. When managing Aboriginal client- care the three components of family, community and culture are intrinsic to good health outcomes.

The model recognizes the strong role Culture and Cultural Authority plays in a holistic approach to good health and well-being. The model respects the diverse cultural leadership structures and cultural identities of Aboriginal people, families and clients. Culture sets the foundation for Anyinginyi to strive to be compliant with maintaining cultural respect and ensures the principles of cultural responsiveness are considered in the design & implementation of health care. Our model integrates Primary Health Care best practice and Cultural best practice – this is how we do business.



## ABOUT THE TENNANT CREEK REGION

Year-round blue skies, stunning landscapes and vibrant, diverse and warm communities - that's life in the Northern Territory! Only a short flight from most Australian cities, Tennant Creek is not just a must-see destination renowned for its individual identity and rich cultural heritage but is a remarkable community to set up home in!

500km north of Alice Springs, Tennant Creek was once a rough and tumble droving town but is now a modern town and one of the Territory's most populated areas. It is home to a major regional hospital, a university, schools, shops and a supermarket, accommodation, bars, clubs and restaurants, banking facilities, sporting clubs and an airport - everything you need to set up a relaxing new lifestyle! People from all walks of life find themselves calling Tennant Creek home.

## ABOUT US

Established in 1984, Anyinginyi Health Aboriginal Corporation (AHAC) is a multi-disciplinary organisation providing holistic primary health care to Aboriginal people of Tennant Creek and four small communities in the Barkly Region an area almost 150,000 sq.km in size. Anyinginyi remains dedicated to 'Closing the Gap' in Aboriginal health within remote Australia.

Anyinginyi is made up of four different sections (Health Services, Business Services, Public Health Unit and Piliyintinji-Ki Stronger Families) which allow them to have a holistic approach to health ensuring that clients' physical and emotional health and wellbeing is given the utmost priority.

### **Our Vision**

Aboriginal people in the Barkly region enjoy equity in health status with that of other Australian citizens.

### **Our Purpose**

To be a provider of high quality holistic primary health care services to the Aboriginal communities of the Barkly region in a culturally responsive way.

## DUTIES

### **Key Duties & Responsibilities**

- Introducing and establishing the new Maternal Early Childhood Health Program program and ensuring an integrated, multi- disciplinary approach to primary health care.
- Maintain confidentiality and work as a member of a high performing multi-disciplinary team in conjunction with the Maternal Early Childhood Health Program Team.
- Acknowledge and respect Aboriginal values, beliefs, customs, language and traditional practices.
- Maintain and develop culturally appropriate and accessible health services for women and children.
- Contribute to policy and procedure development on child and maternal health home visits.
- Working closely with community elders to ensure the program is culturally and socially beneficial. Supporting and enabling pregnant Women, mothers and families to enhance their skills and mentor maternal- infant bonding.
- Promoting, supporting and modelling positive parent- infant interaction and delivery of a child development education program.
- Supporting parents to be future- orientated for themselves and their children.



## General

- Always maintain strict confidentiality.
- Maintain patient file notes and medical histories.
- Take a leadership role within the Health Centre assisting the management team to ensure our service is culturally safe and appropriate.
- Consult and manage all clients as required.
- Take part in case management and follow up, either independently or with other health care providers.
- Provide sexual health and family planning counselling as appropriate.
- Provide advice to female clients on diet, smoking, alcohol, other drugs and other lifestyle issues relevant to women's wellbeing.
- Liaise with professional staff requiring cultural and/or linguistic interpretation.
- Assist with development of preventative and curative programs in the Aboriginal community.
- A commitment to engage with Continuous Quality Improvement activities within the health section of Anyinginyi, on a personal and team level.

## Specific

- Prepare regular financial, performance and compliance reports for the Executive and external funding bodies.
- Create and maintain detailed patient records
- Report on the effectiveness of healthcare services and programs to ensure organisational goals are met and regulatory standards are upheld
- Manage staff and budgets
- Work with other Child and Maternal Health RNs to champion delivery of Child and Maternal Health services in and around Tennant Creek
- Provide Child and Maternal Health services both in the Maternal Early Childhood Health Program Centre and in the community.
- Continue the ongoing development of Anyinginyi' Maternal Early Childhood Health Program to develop culturally appropriate and accessible health services for pregnant Women, Mothers and their Children.
- Provide input into the planning, development, implementation, monitoring and evaluation of Child and Maternal Health Services.
- Work in collaboration with Midwifery group practice facilitate referrals and to ensure the Maternal Early Childhood Health Program center has updated information on the care and services delivered to all referred clients.
- Work in collaboration with Territory families to ensure mandatory reporting of all issues of concern patterning to children and their carers and issuing health reports to Territory Families on request.
- Working in collaboration with CDC immunization section to ensure an up-to-date record of immunized children in the community.
- Work in collaboration with NT Pediatric Liaison Team to facilitate appointments and attendance at Pediatric Clinic.
- Work with the Grow Well team to promote education on prevention of all childhood preventable diseases.



## ABOUT YOU - SELECTION CRITERIA

To be successful in this role, you will need to possess the following:

### Essential skills and experience

1. Have accredited qualifications as either a Certificate IV or Diploma in ATSI Primary Health Practice.
2. Demonstrated commitment to acknowledge and respect Aboriginal culture, values and beliefs, customs and traditional health practices.
3. Demonstrated ability to be self-motivated and work with minimum level of supervision.
4. Demonstrated leadership qualities.
5. Demonstrated ability to work as a member of a multi-disciplinary team.
6. Demonstrated ability to maintain accurate records.
7. Current Driver's License.
8. Strong Computer skills.
9. Understanding of practices and principles of Health and Safety in the workplace.
10. OCHRE Card (Working with Children).

### Desirable

1. Demonstrated understanding and knowledge of health and social/cultural issues affecting indigenous women and their Children.
2. Ability to speak one or more of the local Aboriginal languages.



**APPOINTMENT CONDITIONS**

- Employment with Anyinginyi Health Aboriginal Corporation is **conditional on the employee providing NT Working with Children Check (Ochre Card)**, Satisfactory Criminal History Check.
- All Anyinginyi Health Aboriginal Corporation employees are preferred to be **Fully Vaccinated against COVID-19**.

**Acceptance of Responsibilities:**

I have read the requirements and responsibilities outlined in this Position Description, AHAC Code of Conduct and Employment Terms and Conditions and agree to meet and adhere to these and have my performance monitored and evaluated in relation to my performance in the role as detailed throughout this document.

<b>Name:</b>		
	(Employee)	(Manager)
<b>Signed:</b>		
<b>Date:</b>		

<p><b>EMPLOYMENT SCREENING</b></p> <p>Employees are required to demonstrate that they have undergone appropriate employment screening in accordance with AHAC Policies. The following checks will be required for this role:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> National Police Check (current within the previous 6 months, or willingness to obtain)</li> <li><input checked="" type="checkbox"/> Valid Working with Children Check</li> <li><input type="checkbox"/> Current AHPRA Verification Check</li> <li><input checked="" type="checkbox"/> Current and Valid Driver’s License</li> <li><input type="checkbox"/> National Disability Insurance Service Check</li> <li><input type="checkbox"/> Other</li> </ul>
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