

**Victorian Aboriginal Health Service
VAHS**

POSITION DESCRIPTION

POSITION TITLE	Family Partnership Worker – The Australian Nurse Family Partnership (ANFP)
ACCOUNTABLE TO	Women's & Children's Program Manager
REPORTS TO	Nurse Supervisor - ANFP
EMPLOYMENT TYPE	Full time 2 years subject to ongoing funding
POSITION SCOPE	<p>The Family Partnership Worker will work closely with the Home Visiting Nurses and the identified families to ensure the effective operation of the home visits. The Family Partnership Worker will provide advice and assistance on a broad range of cultural issues and will ensure the observance of appropriate cultural protocols. The Family Partnership Worker will accompany Home Visiting Nurses on their visits to families. The Family Partnership worker will have a liaison role with other agencies and organisations.</p> <p>The Australian Nurse – Family Partnership (NFP) Program</p> <p>The Australian Nurse Family Partnership Program (ANFP) firstly commenced at three selected Primary Health Care Services in Australia. VAHS was selected as one of the three initial Services. Two further sites have since commenced as ANFP organisations. The ANFP Program is based on a model program developed in the United States and will closely follow that program.</p> <p>The ANFP Home Visiting Program involves Nurses visiting indigenous women and their families identified for the ANFP Program to provide comprehensive community health nursing services. The Home visiting begins during the antenatal period and continues until the child is 2 years old</p> <p>Further information on the Nurse Family Partnership Program can be found at the following website:</p> <p>www.anfpp.com.au</p>
ORGANISATIONAL VALUES	<ul style="list-style-type: none"> • Professional Integrity <i>We treat all our people with dignity and respect</i> • Quality <i>We always strive to do our best and improve the way we do things</i> • Collaborative Relationships <i>We work together to achieve better results</i> • Responsibility

<p>KEY ACCOUNTABILITIES</p>	<p><i>We commit to the actions we take to achieve the best possible outcomes for our clients</i></p> <ul style="list-style-type: none"> • Client Focus <i>We work toward improving the health and wellbeing of our clients and community</i> <p>1. ANFP Requirements The position is required to adhere to the ANFP program</p> <p>2. Community Liaison The Family Partnership Worker (FPW) position will act as a liaison between the Home Visiting Nurses, women and their families and other referring services.</p> <p>3. General Duties The FPW position is required to undertake a range of general duties relevant to the position and as required</p> <p>4. Mandatory Requirements</p>
<p>KEY RESPONSIBILITIES</p>	<p>1. ANFP Service</p> <ul style="list-style-type: none"> • Accompany the Home Visiting Nurse on home visits to assess families' needs and assist program development, delivery and follow up as required • Provide additional assistance with communication and support to families who are not interacting effectively with the program and assist with resolution of issues of concern • Recruit clients into the program through regular information sessions, follow up referrals by meeting with clients, discussing the program and obtaining consent from the client to participate. • Provide information, orientation, training and professional development to colleagues on relevant general and specific cultural topics • Participate in team meetings and case conferences and reflective practice supervision • Promote the program to the community raising awareness • Develop and maintain community relationships to support client referrals • Record consultation and support service data including home visits • Assist the home visiting team to develop culturally appropriate programs and protocols within the ANFP Program • Undertake and complete all training associated with the delivery of the ANFP Program <p>2. Community Liaison</p> <ul style="list-style-type: none"> • Champion and promote ANFP Program widely in VAHS and the local community, including the need to facilitate and provide culturally appropriate contact, education and awareness with Elders, clients' extended families and others as necessary • Provide assistance for clinical practitioners, including specialists and referring agencies to ensure clear communication with families as necessary. • Liaise with a variety of Aboriginal and mainstreams services and Government agencies to build partnerships

<p>KEY SELECTION CRITERIA</p>	<p>and linkages for the VAHS ANFP Program</p> <p>3. General Duties</p> <ul style="list-style-type: none"> • Work within strict confidentiality guidelines, ensuring all personnel and / or client information is kept secure. • Maintain the privacy and dignity of clients at all times • Act with tact and diplomacy when dealing with information of a highly sensitive nature • Maintain accurate and confidential records and statistics of daily activities, child / family profiles and other documents used in case management and assessment • Prioritise tasks to a level of importance and work on multiple issues at the same time • To understand and promote the philosophy of the Victorian Aboriginal Health Service • Undertake other duties, which are incidental and peripheral to the main tasks, provided that such duties are reasonable within the employee's competence and training <p>4. Mandatory Requirements</p> <ul style="list-style-type: none"> • Observe the safe working practices you have been trained in, as far as you are able, protect your own and others' health and safety. • Participate in general staff meetings, team meetings, case conferences and reflective practice sessions • Act at all times in a professional manner in accordance with the policies and practices of the Victorian Aboriginal Health Service • All VAHS employees must comply with the code of conduct as articulated in the VAHS Policies and Procedures • Actively participate in ANFP Program support meetings • Undertake and complete all training associated with the delivery of the ANFP Program <p>Understanding of and Commitment to the Aboriginal community.</p> <p>Essential Criteria:</p> <ul style="list-style-type: none"> • Demonstrated experience working in welfare, social support or health related fields • Identifies and is well networked within the local Aboriginal Community • Awareness of and sensitivity to Aboriginal culture and history, and current issues affecting the lives of Aboriginal people. • Intermediate word processing skills using all Microsoft Package Suite and the ability to use windows-based networked computers and applications • The demonstrated ability to work independently and as part of a multi skilled team • Knowledge and commitment to occupational health & safety legislation • Good written and verbal communication skills <p>Desired Criteria:</p> <ul style="list-style-type: none"> • Demonstrated understanding of issues pertaining to Aboriginal primary health care
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<p>CONDITIONS OF APPOINTMENT.</p>	<ul style="list-style-type: none">• Understanding of issues facing Aboriginal families in a urban environment• Demonstrated Home visiting experience• Demonstrated Experience in community development <p>A current Victorian Drivers Licence is mandatory</p> <p>A Victorian Working with Children Check is required</p> <p>Social, Community, Home Care and Disability Services Industry Award 2010</p> <p>CDW Class 2A Level 3 – 10 (depending on experience) <i>Remuneration will be in accordance with industry standards</i></p> <p>Performance KPI'S will be set on commencement with a review conducted annually.</p> <p>Salary packaging benefits are available</p> <p>VAHS Operate a smoke free environment.</p>
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I acknowledge and agree that the above job description is a true and accurate description of my current role.

Signature: _____

Date: _____