

## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Child and Family Health (RN) – Day Stay Program
<b>DEPARTMENT:</b>	Perinatal, Infant and Child Mental Health Services (Jade House)
<b>OPERATIONAL BASE:</b>	Carramar
<b>STATUS:</b>	16 Hours per week; permanent
<b>VACCINATION CATEGORY:</b>	A - (including annual influenza Vaccinations)
<b>RESPONSIBLE TO:</b>	Director of Clinical Services through the Perinatal, Infant and Child Mental Health Services (PICMHS) Manager

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### PURPOSE

The aim is for all Jade House clients to attend the Day Unit at least once to allow observation of the relationship between parent and infant and promote knowledge and access to available assistance or support as necessary in regard to parentcraft issues. The Registered Nurse is responsible for the delivery of clinical services to the clients and will perform within the policies and procedures of Karitane.

Karitane Parent, Infant and Child Mental Health Services (PICMHS) provides mental health assessment and therapeutic intervention for parents during the perinatal period (pregnancy and the first postpartum year) and families with young children 0-5 years. Jade House services include comprehensive bio-psycho-social mental health assessment, formulation and care planning for stepped care interventions matched to level of need: individual or group brief intervention or intensive/specialist dyadic psychotherapy/counselling.

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

### KEY SELECTION CRITERIA

1. Current National Nursing Registration with APHRA with a post graduate Child and Family Health Nursing qualification
2. Experience working with women and their families who are experiencing perinatal mental health problems or disorders.
3. Demonstrated experience supporting parents, infants and families experiencing early parenting difficulties
4. Experience in facilitating parent groups
5. Demonstrated effective oral and written communication skills
6. Demonstrated ability to work independently and as part of a multi-disciplinary team
7. Computer literacy and ability to use technology for the purposes of service delivery
8. Current NSW Driver's licence

9. Demonstrated awareness of multicultural issues

## RESPONSIBILITIES

Practices in accordance with the recognised standards for Nursing Practice, Codes of Ethics and Professional Conduct for Australian nurses, plus legislation affecting nursing practice and common law.

**Child and Family Health RN:** All Child and Family Health nurses (RN) have an obligation to be familiar with and practice in accordance with the Nursing and Midwifery Board registration codes, guidelines and statements for Registered Nurses. Secondly, Child and Family Health nurses are required to operate within the scope of practice, standards and professional development elements as outlined within the NSW CAFHNA Child and Family Health Competencies 2009 and comply with their registration CPD requirements using the Child and Family Health Professional Practice Framework 2022 to guide their professional development. All registered nurses are to provide evidence of National Registration with Australian Health Practitioner Regulation Agency (AHPRA) is current.

## Reference:

1. AHPRA- Code of Conduct for Nurse and Midwives (2018)  
<file:///C:/Users/60085827/Downloads/NMBA---Fact-sheet---Code-of-conduct-for-nurses-and-Code-of-conduct-for-midwives---March-2018.PDF>
2. MaCAFHNA - National Standards for Child and Family Health Nurses (2017)  
[https://www.mcafhn.org.au/client\\_images/2830942.pdf](https://www.mcafhn.org.au/client_images/2830942.pdf)
3. CAFNA NSW- Child and Family Health Nursing Professional Practice Framework (2022)  
[https://www.mcafhn.org.au/client\\_images/2830944.pdf](https://www.mcafhn.org.au/client_images/2830944.pdf)

## PROFESSIONAL

### Duties

1. Actively participate in ongoing education program, providing documented evidence of participation.
2. Participate in activities related to the enhancement of specialist PICMHS practice.
3. Participate in decision making about health care planning, practice and evaluation.
4. Participate in the teaching of students.
5. Participate in the teaching, mentoring and supervision of inexperienced staff.

## CLINICAL

The Registered Nurse working in the day unit will work within an attachment framework by facilitating an environment of support, emotional containment and acceptance for parents, infants and families who attend Jade House Day Unit.

### Duties

1. Observe and assess parent –infant interactions and communication and feedback to primary clinician
2. Communicate with the primary clinician in regard to observations and plans and progress of clients who have attended the day unit
3. Work in partnership with parents in identifying goals, care planning, strategies and evaluating progress in regard to parent craft issues.
4. Evaluate service delivery for clients attending the day unit
5. Demonstrate appropriate play and interactions for parent and infant by modelling these to parents
6. Attend child health checks and Personal Health Record (blue book) checks as necessary identify actual or potential health problems discuss with the parent and refer to appropriate services.
7. Liaise with community child and family health nurses based in community ECHCs in regard to follow up parent craft support in the community.
8. Provide parentcraft information and assistance to clients and staff of Jade House as necessary
9. Inform NUM or any clinician if concerned regarding the mental health status of a client in the day unit - particularly if suicidal is expressed.
10. Video of parent/child interaction for therapeutic intervention
11. Abide by the legal obligation to recognise report and provide information to the Family and Community Services where child protection concerns exists.
12. Attend and participate in regular case conference meetings within multidisciplinary team including discharge planning.
13. Facilitate small groups and educational groups for parents
14. Facilitate referral process
15. Participate in the promotion of a healthy life style for families accessing Jade House services
16. Assist with child care for therapy groups conducted at Jade House.
17. The incumbent of this position may be directed to undertake new or additional tasks in response to the organisational and service needs across Karitane sites.

## **PROFESSIONAL**

### **Duties**

1. Attends and actively participates in an ongoing education program, providing documented evidence of participation.
2. Contributes to nursing research and development of nursing knowledge in the discipline of child and family health and mental health issues.
3. Maintains and updates clinical skills and knowledge base relating to child and family health nursing practice.
4. Participates in decision making about health care planning, practice and evaluation.
5. Participates in professional activities, particularly those concerning child and family health nursing.

6. Develops and demonstrates an awareness of multicultural values, beliefs and practices to facilitate communications with clients and families.
7. Participate in clinical supervision

## **ORGANISATIONAL**

Function in accordance with the policies, procedures and mission statement of Karitane.

### **Duties**

1. Attend and actively participate in Jade House meetings and attend organisation's staff meetings as required.
2. Demonstrates the ability to -
  - a. Participate in program planning
  - b. Consult as appropriate with the multidisciplinary team regarding specific client issues.
  - c. Maintain client records and organisation of management information systems.
  - d. Demonstrates a commitment to total quality management and occupational health and safety.
  - e. Be directed by nursing management to undertake new or additional tasks in response to the work setting.

## **QUALITY IMPROVEMENT**

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

### **Duties**

1. Evaluate practice and identify areas that could be improved
2. Participate in Quality Management activities and Accreditation programs.
3. Review of current evidence-based material and utilisation of same to promote best practice service provision

## **CONDITIONS OF EMPLOYMENT**

Various employment status is in accordance with the Named NSW (Non - Declared) Affiliated Health Organisations' Nurse's Agreement 2017. Shift times and days may be varied according to the needs of the organisation. Karitane services are provided at a number of sites within the Sydney Metropolitan Area and across NSW.

The majority of Karitane 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 & WHS, ethical practice and the principles of cultural diversity.

Relevant Police Check, Working with Children Check, Apprehended Violence Orders and prior employment checks, including relevant disciplinary proceedings, will be conducted on recommended applicants

## ABOUT US

Established in 1923, 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. 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 VISION

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

## OUR PURPOSE

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

## OUR VALUES

- Respect - Our Relationships**

Our relationships are characterised by respect, support and a recognition of the value of every individual. Each family & 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 care 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.

## SUPPORTING OUR PEOPLE

Karitane is a family-friendly, flexible workplace with a strong culture of success that reflects our values of innovation, excellence, respect and collaboration. We are a passionate, dynamic and highly engaged team making a difference to families' lives. We support each other and provide excellent professional development opportunities. We offer a comprehensive well-being support package, Employee Assistant Program, Perkbox reward & recognition program and discounted gym membership. If you come from NSW Ministry of Health or other affiliated health organizations you can transfer your leave entitlements to Karitane.

## **UNIVERSAL STATEMENT OF OBLIGATIONS**

### **EDUCATION AND PROFESSIONAL DEVELOPMENT**

- Pursue appropriate continuing education and professional development.
- Attend mandatory training in Fire, Manual Handling and other training as required.
- Recognise and respond to the need for accurate health promotional information for clients, visitors and other members of staff.

### **CLINICAL AND/OR CORPORATE GOVERNANCE**

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

### **CODE OF CONDUCT**

- Adhere to the NSW Ministry of Health and SWSLHD professional Code of Conduct 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, SECURITY AND FIRE SAFETY**

- 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 NSW Health Smoke Free- free Health Care Policy
- Assist with the security of the building through the correct handling of keys.
- Report 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 education sessions regarding WHS, security & fire safety.
- Follow the protocols for Incident Management & Reporting.
- 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 SWSLHD.
- 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.
- Harassment will not be tolerated in any form, i.e. behaviour, verbal or physical, which is unwelcome, persistent and/or offensive.

## **PERFORMANCE MANAGEMENT**

Performance appraisal will be carried out at three months and then annually with the Manager, Perinatal, Infant, Child Mental Health Services through to Director, Clinical Services.

## **EXIT INTERVIEWS**

Participate in an Exit interview on termination.

## Employees 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.

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Employee's Name

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Signature

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Date

I have explained the duties and responsibilities of this position to the employee.

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Chief Executive Officer

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Signature

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Date

**POSITION DEMANDS CHECKLIST**

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

enquiries	
<b>Smell</b> - Use of smell is an integral part of work performance e.g. Working with chemicals	<b>Not Applicable</b>
<b>Taste</b> - Use of taste is an integral part of work performance e.g. Food preparation	<b>Not Applicable</b>
<b>Touch</b> - Use of touch is an integral part of work performance	<b>Not Applicable</b>
<b>PHYSICAL DEMANDS</b>	<b>FREQUENCY</b>
<b>Distressed People</b> - e.g. Emergency or grief situations	<b>Frequent</b>
<b>Aggressive &amp; Uncooperative People</b> - e.g. drug / alcohol, dementia, mental illness	<b>Infrequent</b>
<b>Unpredictable People</b> - e.g. Dementia, mental illness, head injuries	<b>Occasional</b>
<b>Restraining</b> - involvement in physical containment of patients / clients	<b>Infrequent</b>
<b>Exposure to Distressing Situations</b> - e.g. Child abuse, viewing dead / mutilated bodies	<b>Infrequent</b>
<b>PHYSICAL DEMANDS</b>	<b>FREQUENCY</b>
<b>Dust</b> - Exposure to atmospheric dust	<b>Not Applicable</b>
<b>Gases</b> - Working with explosive or flammable gases requiring precautionary measures	<b>Not Applicable</b>
<b>Fumes</b> - Exposure to noxious or toxic fumes	<b>Not Applicable</b>
<b>Liquids</b> - Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE	<b>Not Applicable</b>
<b>Hazardous substances</b> - e.g. Dry chemicals, glues	<b>Not Applicable</b>
<b>Noise</b> - Environmental / background noise necessitates people raise their voice to be heard	<b>Not Applicable</b>
<b>Inadequate Lighting</b> - Risk of trips, falls or eyestrain	<b>Not Applicable</b>
<b>Sunlight</b> - Risk of sunburn exists from spending more than 10 minutes per day in sunlight	<b>Not Applicable</b>
<b>Extreme Temperatures</b> - Environmental temperatures are less than 15C or more than 35C	<b>Not Applicable</b>
<b>Confined Spaces</b> - areas where only one egress (escape route) exists	<b>Not Applicable</b>
<b>Slippery or Uneven Surfaces</b> - Greasy or wet floor surfaces, ramps, uneven ground	<b>Not Applicable</b>

<b>Inadequate Housekeeping</b> - Obstructions to walkways and work areas cause trips and falls	<b>Not Applicable</b>
<b>Working At Heights</b> - Ladders / stepladders / scaffolding are required to perform tasks	<b>Not Applicable</b>
<b>Biological Hazards</b> - e.g. exposure to body fluids, bacteria, infectious diseases	<b>Not Applicable</b>

**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:

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Please print

Employee Signature:

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Date: / /

Manager's Name:

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Please print

Manager's Signature:

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Date: / /