

## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Registered Nurse/ Midwife - Child and Family Health
<b>OPERATIONAL BASE:</b>	Karitane Early Parenting Service – Campbelltown
<b>STATUS:</b>	Casual
<b>HOURS:</b>	Casual hours - 24 hour rotating roster Monday to Friday
<b>VACCINATION CATEGORY:</b>	A (including annual Influenza Vaccination)
<b>RESPONSIBLE TO:</b>	Nursing Unit Manager - (through to Director, Clinical Services)
<b>INDUSTRIAL AWARD:</b>	Public Health System Nurses' and Midwives' (State) Award 2023 and with the Named NSW (Non-Declared) Affiliated Health Organisations' Nurses Agreement 2017.

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### PURPOSE

Karitane staff provides safe, effective, quality care consistent with the organisation's mission, philosophy, values and standards of care, and adhere to the Professional Code of Conduct. Professional practice must reflect adherence to agreed professional standards and be responsible for the delivery of clinical services under the supervision of the Manager.

### KEY SELECTION CRITERIA

1. Current NSW Registration Nurse or Midwife (NSW) List A
2. A recognised child and family health qualification or working towards.
3. Demonstrated experience in child and family health nursing, paediatrics, midwifery or equivalent with an understanding of psychosocial factors that can impact families
4. Demonstrated advanced communication skills in mixed modalities
5. Ability to work independently and as part of a multidisciplinary team
6. Demonstrated advanced computer skills and familiarity with data collection systems and practices
7. Demonstrated ability to work in partnership with clients
8. Demonstrated ability to multi-task, set priorities and manage time effectively
9. Commitment to ongoing professional development and learning

### 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 practise 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 2001-2016 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.mcafhna.org.au/client\\_images/2830942.pdf](https://www.mcafhna.org.au/client_images/2830942.pdf)
3. CAFNA NSW- Child and Family Health Nursing Professional Practice Framework (2022)  
[https://www.mcafhna.org.au/client\\_images/2830944.pdf](https://www.mcafhna.org.au/client_images/2830944.pdf)

## 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

## CLINICAL

The Child and Family Health Nurse provide care in keeping with recognised standards where the primary objective is to assist the family in the management of their children in order to promote optimal health and wellbeing.

## Duties

1. Formulate, implement and evaluate a management plan which recognises and facilitates the parents' right to partnership in the health care of their child and enables active participation in planned care.
2. Identifies actual or potential health problems through application of clinical judgement.
3. Continually supervise and support Enrolled Nurse Mothercraft/Parent craft practice and clinically supervise internal and external students as required.
4. Continually assesses and monitors the functioning of family members in residence to promote their wellbeing.
5. Responsible in consultation with other multidisciplinary team members for individual family

- casework; including the organisation of appropriate transfer of care and discharge support.
6. Attend and participate in regular case conference meetings within multidisciplinary team.
  7. Liaise with unit multidisciplinary team members and other agencies relating to effective client management in all clinical areas including postnatal depression.

## 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.
3. Maintains and updates clinical skills and knowledge base relating to child and family 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.

## ORGANISATIONAL

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

### Duties

1. Attend and actively participate in unit meetings and attend organisational meetings as required.
2. Demonstrates the ability to case manage clients with complex issues.
3. Participate in program planning and working parties.
4. Consults as appropriate with the multidisciplinary team regarding specific client issues.
5. Maintains client records and organisation of management information systems.
6. Demonstrates a commitment to total quality management and Work Health and Safety.
7. The incumbent position may be directed by nursing management to undertake new or additional tasks in response to the organisational and service needs across Karitane sites.

## SAFETY & QUALITY

### Duties:

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

### Performance Standard

This is demonstrated by your ability to:

- a. Evaluate practice and identify areas that could be improved in accordance with the [National Safety and Quality Health Service \(NSQHS\) Standards](#)
- b. Participate in the Karitane Safety & Quality Framework and Management activities and Accreditation auditing processes and programs as allocated and in accordance with your scope of practice.

## 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 VISION

Leaders in early parenting services that empower families and children to be confident, safe and resilient.

## OUR MISSION

To provide accessible, evidence-based services that support families to parent confidently. Through research, advocacy and collaboration we promote excellence in our care across a diverse community.

## 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 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.

\_\_\_\_\_  
**Employee's Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

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

\_\_\_\_\_  
**Chief Executive Officer**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

<b>POSITION DEMANDS CHECKLIST</b>	
<b>Karitane – Nursing roles</b>	
<b>PHYSICAL DEMANDS</b>	<b>FREQUENCY</b>
<b>Sitting</b> - remaining in a seated position to perform tasks	<b>Occasional</b>
<b>Standing</b> - remaining standing without moving about to perform tasks	<b>Occasional</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>Infrequent</b>
<b>Bend/Lean Forward from Waist</b> - Forward bending from the waist to perform tasks	<b>Frequent</b>
<b>Trunk Twisting</b> - Turning from the waist while sitting or standing to perform tasks	<b>Occasional</b>
<b>Kneeling</b> - remaining in a kneeling posture to perform tasks	<b>Occasional</b>
<b>Squatting / Crouching</b> - Adopting a squatting or crouching posture to perform tasks	<b>Occasional</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>Infrequent</b>
<b>Lifting / Carrying</b> - Light lifting & carrying: 0 - 9 kg	<b>Occasional</b>
<b>Lifting / Carrying</b> - Moderate lifting & carrying: 10 - 15 kg	<b>Infrequent</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>Occasional</b>
<b>Head / Neck Postures</b> - Holding head in a position other than neutral (facing forward)	<b>Infrequent</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>Occasional</b>
<b>Work At Heights</b> - Using ladders, footstools, scaffolding, or other objects to perform work	<b>Infrequent</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>Constant</b>
<b>Hearing</b> - Use of hearing is an integral part of work performance e.g. Telephone enquiries	<b>Constant</b>
<b>Smell</b> - Use of smell is an integral part of work performance e.g. Working with chemicals Not	<b>Constant</b>
<b>Taste</b> - Use of taste is an integral part of work performance e.g. Food preparation Not	<b>Not Applicable</b>
<b>Touch</b> - Use of touch is an integral part of work performance	<b>Frequent</b>
<b>PSYCHOSOCIAL</b>	<b>FREQUENCY</b>
<b>Distressed People</b> - e.g. Emergency or grief situations	<b>Occasional</b>
<b>Aggressive &amp; Uncooperative People</b> - e.g. drug / alcohol, dementia, mental illness	<b>Occasional</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>Not Applicable</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>Infrequent</b>
<b>Gases</b> - Working with explosive or flammable gases requiring precautionary	<b>Not Applicable</b>

measures	
<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>Infrequent</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>Occasional</b>
<b>Slippery or Uneven Surfaces</b> - Greasy or wet floor surfaces, ramps, uneven ground	<b>Infrequent</b>
<b>Inadequate Housekeeping</b> - Obstructions to walkways and work areas cause trips and falls	<b>Infrequent</b>
<b>Working At Heights</b> - Ladders / stepladders / scaffolding are required to perform tasks	<b>Infrequent</b>
<b>Biological Hazards</b> - e.g. exposure to body fluids, bacteria, infectious diseases	<b>Infrequent</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: \_\_\_\_\_  
Please print

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Manager's Name: \_\_\_\_\_  
Please print

Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_