

POSITION DESCRIPTION

POSITION TITLE:	Clinical Lead, ForWhen
DEPARTMENT:	ForWhen
OPERATIONAL BASE:	National position (flexibility with location)
STATUS:	Temporary Full-time to 30 June 2028
CLASSIFICATION:	Clinical Nurse Consultant Grade 2, or Allied Health level 5
HOURS:	38 hours per week
VACCINATION CATEGORY:	A (including annual influenza vaccination)
RESPONSIBLE TO:	National Director, ForWhen
RESPONSIBLE FOR:	Clinical leadership and development
Industrial Award:	NSW Nurses (State) Award aligned to Named NSW (Non-Declared) Affiliated Health Organisations' Nurses Agreement 2017 Or NSW Health Service Health Professionals (State) Award 2025 aligned to Named NSW (Non-Declared) Affiliated Health Organisations' Professional & Associated Staff Agreement 2022

PURPOSE:

The purpose of the role is to support best clinical practice for navigators and Aboriginal Family Support Workers providing coordination, debriefing and expert consultation on complex cases. The role may include providing some internal training to upskill clinicians on aspects of perinatal and infant mental health (PIMH). Implementing the ForWhen PIMH Clinical Navigator Competency Framework in collaboration with navigators and the project team is a key deliverable of this role. Key stakeholder engagement with clinical PIMH experts will ensure best practices are implemented by the team. Line manager responsibility for Aboriginal Family Support Workers is part of this role with support from the Yarning Lead.

ABOUT THE CONSORTIUM AND DELIVERY PARTNERS

Karitane is pleased to be leading this work with a national consortium that includes members of the Australasian Association of Parenting and Child Health (AAPCH), and University of NSW. The Consortium is working with key sector stakeholders to complement existing Perinatal Infant Mental Health services across Australia and bring about improved, system-wide collaboration and easier care navigation for parents and health care professionals. We will be collecting data and information as part of the roll out of this program.

About ForWhen

The ForWhen perinatal & infant mental health service is a care navigation phone line for new or

expectant parents experiencing moderate to severe mental health challenges. Referrals are received from parents, carers, community members or health professionals. Parents are eligible if they are pregnant or have an infant up to 12 months of age, or if they have experienced pregnancy loss. The service aims to connect people to perinatal resources, supports and services that best match their need in a culturally safe, trauma-informed way.

The service provides a national comprehensive, stepped continuum of care for parents particularly those experiencing moderate/severe PIMH concerns, supporting these families to navigate the complex and fragmented PIMH service landscape. This service uses well-articulated triage criteria to bring national consistency, whilst maintaining place-based flexibility in an ecosystem characterised by numerous providers and services nationally.

ForWhen navigators are based in every state and territory at an Australasian Association of Parenting and Child Health (AAPCH) or other partner site to refer parents across the full primary, secondary and tertiary PIMH service system. Navigators and Aboriginal Family Support Workers (AFSWs) work collaboratively to connect First Nations parents to culturally safe services while supporting the parent's cultural safety with the navigator.

The service leverages the existing care pathways ("no wrong door") approach, using triage screening and care planning to ensure parents are referred to the right intensity of services that best matches their support needs.

PIMH Navigators and AFSWs have a detailed understanding of the available services in their relevant jurisdiction and established relationships with providers, awareness of new/emerging services, and ensure families can access support that best matches their specific needs.

ESSENTIAL REQUIREMENTS

- Current authority to practice as a Registered Nurse, Midwife, Allied Health practitioner with the Australian Health Practitioner Regulation Agency (AHPRA) where applicable
- Current Drivers' Licence

SELECTION CRITERIA

1. Current Allied Health or nursing, midwifery or mental health registration with the Australian Health Practitioner Regulation Agency (AHPRA) and 5 years full time equivalent post registration experience.
2. Holds approved postgraduate qualifications relevant to the specialty or such other qualifications or experience deemed appropriate and at least 3 years' experience in this specialty area - perinatal & infant mental health.
3. Extensive knowledge of excellence in clinical perinatal and infant mental health practice and demonstrated evidence of strategies to maintain current knowledge of advances and research in this speciality area.
4. Demonstrated advanced written communication skills, including clinical practice documents and an understanding of health literacy.
5. Experience in providing clinical support to peers in PIMH.
6. Experience in coordinating and supporting a multidisciplinary team and identifying issues leading to practice and quality improvement initiatives.
7. Proficient in Microsoft Word, Outlook, Excel, PowerPoint, Microsoft Teams with willingness to learn and use new digital platforms.
8. Demonstrated ability to work autonomously.

Responsibilities:

The Clinical Lead will provide clinical expertise to ForWhen clinical navigators and promote clinical practice excellence, specific to perinatal and infant mental health. They will provide clinical orientation, support and skill building to clinical navigators and Aboriginal Family Support Workers. They support the National Director with clinical expertise at key stakeholder meetings and line manage the Aboriginal Family Support Workers.

STATEMENT OF DUTIES

The duties of the ForWhen clinical lead are aligned with the list of domains and functions as per Clinical Nurse Consultant position equivalent in NSW Ministry of Health 2017 Document Number: IB2024_009 and/or is to be referenced to similar clinical lead positions within disciplines.

Consultancy

- Provides expert person-centred consultancy to the frontline navigator and AFSW team
- Provides education, guidance and debriefing on complex clinical issues with clinical navigators and AFSWs
- Identifies and recommends innovative clinical practice models, including ensuring consistency nationally of the ForWhen model of care, carrying out audits and regular clinical case reviews

Clinical Leadership

- Acts as a role model and expert clinician, providing clinical leadership and oversight within the ForWhen program.
- Leads the development and review of key clinical resources and processes, including models of care, clinical pathway mapping, competency frameworks, policies, procedures, and guidelines.

- Provides leadership in the review and enhancement of clinical practices in ForWhen and across State and National clinical networks in PIMH
- Co-leads the national Community of Practice (CoP), promoting knowledge exchange and best practice.
- Drives the implementation of the Clinical Navigator PIMH Competency Framework in collaboration with the clinical team and line managers, incorporating best practice and skills development with navigators as needed
- Ensures clinical best practice and key PIMH Frameworks and National Plans align with ForWhen policies and procedures are carried out in practice
- Supports and monitors caseload management of the national navigator team and makes operational adjustments to ensure safe, effective service delivery
- Attends key high-level stakeholder engagements to support service promotion and clinical excellence
- Assists in the development of ForWhen resources for parents on PIMH for marketing and promotional material
- Assists in the sourcing of clinically suitable resources for families on a variety of topics taking into account literacy levels, health literacy and cultural suitability

Research Activities and Quality Improvement

- Sources and disseminate recent research relevant to perinatal and infant mental health and service navigation.
- Supports formal research activities in ForWhen through collaboration with researchers and frontline staff
- Collaborates in the design, implementation, and evaluation of continuous practice improvement activities through the Practice Improvement Team
- Supports evidence-informed innovation across the ForWhen program, embedding research findings into practice improvement and policy.
- Leads initiatives with consumer representatives on service delivery improvements, ensuring the consumer voice is central to planning, implementation and evaluation.

Clinical Education

- Undertakes primary responsibility for planning, implementing or sourcing clinical education for the national ForWhen team
- Participates in formal and informal education sessions, mentoring, and capacity-building activities.
- Identify clinical education needs and skill gaps and work in partnership with line managers to address these through targeted development strategies.
- Co-leads the Community of Practice, offering a platform for practice-sharing, reflective discussion, and peer learning and education
- Collaborates with others in the development of educational resources, including resources for parents
- Ensures clinical resources shared with health professionals are clinically accurate and demonstrate best practice in recommendations related to PIMH
- Coordinates and reviews effectiveness of group clinical supervision for clinical navigators

Clinical Services Planning & Management

- Contributes clinical expertise to service development and strategic planning processes, identifying emerging needs and future directions for the ForWhen program.
- Works collaboratively with Navigators, AFSWs, Yarning Lead and line managers to enhance clinical capability and ensure quality care for families experiencing perinatal and infant mental health

concerns.

- Participates in the ongoing review and refinement of ForWhen procedures and protocols, ensuring alignment with national standards and evolving evidence.
- Where areas for improvement are identified, supports the implementation and evaluation of recommendations, offering coaching, education, and change facilitation.

CONDITIONS OF EMPLOYMENT

Fulltime employment status in accordance with the Named NSW (Non-Declared) Affiliated Health Organisations' Nurse Agreement 2017 or The named NSW (non-declared) Affiliated health organisations' Professional and associated staff Agreement 2022

- The majority of Karitane and the ForWhen National helpline close for approximately two weeks over the Christmas/New Year period, during which time employees are requested to take leave or work in line with their organisational arrangements
- 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
- Some occasional travel may be required to attend meetings and onsite days at Karitane

VACCINATIONS

- **Category A** workers are required to meet and maintain the vaccination criteria (as per the current NSW Health policy directive) including annual influenza vaccinations.
- Annual Influenza vaccinations are mandatory.

NOTE - please read and understand NSW Health policy directive for more information -

https://www1.health.nsw.gov.au/pds/Pages/doc.aspx?dn=PD2026_004

“Karitane is committed to providing a safe, inclusive, and empowering environment for all children and young people. We are dedicated to upholding the Child Safe Standards, all staff share responsibility for maintaining a child-safe culture.”

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 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 culturally and linguistically diverse 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 ForWhen National Director.

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 (jurisdictional) 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 or other jurisdictional policies as relevant to the location of employment

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

**POSITION DEMANDS
CHECKLIST- Clinical Lead**

MOVEMENT	FREQUENCY
Sitting - remaining in a seated position to perform tasks	Frequent
Standing - remaining standing without moving about to perform tasks	Infrequent
Walking - Floor type: even / uneven / slippery, indoors / outdoors, slopes	Occasional
Running - Floor type: even / uneven / slippery, indoors / outdoors, slopes	Infrequent
Bend/Lean Forward from Waist - Forward bending from the waist to perform tasks	Infrequent
Trunk Twisting - Turning from the waist while sitting or standing to perform tasks	Infrequent
Kneeling - remaining in a kneeling posture to perform tasks	Not applicable
Squatting / Crouching - Adopting a squatting or crouching posture to perform tasks	Infrequent
Leg / Foot Movement - Use of leg and / or foot to operate machinery	Not applicable
Climbing (stairs/ladders) - Ascend / descend stairs, ladders, steps	Infrequent
Lifting / Carrying - Light lifting & carrying: 0 - 9 kg	Occasional
Lifting / Carrying - Moderate lifting & carrying: 10 - 15 kg	Infrequent
Lifting / Carrying - Heavy lifting & carrying: 16kg & above	Not applicable
Reaching - Arms fully extended forward or raised above shoulder	Infrequent
Pushing / Pulling / Restraining - Using force to hold / restrain or move objects toward or away from the body	Infrequent
Head / Neck Postures - Holding head in a position other than neutral (facing forward)	Infrequent
Hand & Arm Movements - Repetitive movements of hands and arms	Frequent
Grasping / Fine Manipulation - Gripping, holding, clasping with fingers or hands	Frequent
Work At Heights - Using ladders, footstools, scaffolding, or other objects to perform work	Not applicable
Driving - Operating any motor powered vehicle	Occasional
SENSES	FREQUENCY
Sight - Use of sight is an integral part of work performance e.g. computer screens	Frequent
Hearing - Use of hearing is an integral part of work performance e.g. Telephone enquiries	Frequent
Smell - Use of smell is an integral part of work performance e.g. Working with chemicals Not	Not applicable
Taste - Use of taste is an integral part of work performance e.g. Food preparation Not	Not applicable
Touch - Use of touch is an integral part of work performance	Frequent
INTERACTIONS	FREQUENCY
Distressed People - e.g. Emergency or grief situations	Occasional
Aggressive & Uncooperative People - e.g. drug / alcohol, dementia, mental illness	Infrequent
Unpredictable People - e.g. Dementia, mental illness, head injuries	Infrequent
Restraining - involvement in physical containment of patients / clients	Not applicable
Exposure to Distressing Situations - e.g. Child abuse, viewing dead / mutilated bodies	Occasional
EXPOSURE	FREQUENCY
Dust - Exposure to atmospheric dust	Infrequent
Gases - Working with explosive or flammable gases requiring precautionary measures	Not applicable
Fumes - Exposure to noxious or toxic fumes	Not applicable

Liquids - Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE	Not applicable
Hazardous substances - e.g. Dry chemicals, glues	Not applicable
Noise - Environmental / background noise necessitates people raise their voice to be heard	Not applicable
Inadequate Lighting - Risk of trips, falls or eyestrain	Not applicable
Sunlight - Risk of sunburn exists from spending more than 10 minutes per day in sunlight	Not applicable
Extreme Temperatures - Environmental temperatures are less than 15C or more than 35C	Not applicable
Confined Spaces - areas where only one egress (escape route) exists	Not applicable
Slippery or Uneven Surfaces - Greasy or wet floor surfaces, ramps, uneven ground	Not applicable
Inadequate Housekeeping - Obstructions to walkways and work areas cause trips and falls	Not applicable
Working At Heights - Ladders / stepladders / scaffolding are required to perform tasks	Not applicable
Biological Hazards - e.g. exposure to body fluids, bacteria, infectious diseases	Not applicable

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: __ / __ / __