

# Tasmanian Aboriginal Corporation

## POSITION DESCRIPTION

<b>Position Title:</b>	Pregnancy Support Worker
<b>Employment Status:</b>	Part time
<b>Industrial Instrument:</b>	Tasmanian Aboriginal Centre Inc. Enterprise Agreement 2015
<b>Classification Level:</b>	TAC Level 3-4
<b>Location:</b>	Hobart , Launceston & Burnie
<b>Reports To:</b>	Regional Manager
<b>Direct Reports:</b>	Nil
<b>Date:</b>	May 2017

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### OBJECTIVE OF POSITION:

To work as part of a multi-disciplinary team to deliver comprehensive, integrated and well-coordinated primary health care services to the Aboriginal community through supporting women to have safe and healthy pregnancies aimed at giving Aboriginal babies the best start in life.

To support clients to make informed decisions about their own health outcomes.

### KEY RELATIONSHIPS:

- Regional Manager
- Medical Director
- Doctors
- Child Health Nurse
- Aboriginal Health Workers
- External health service providers

### KEY RESPONSIBILITY AREAS:

As a Pregnancy Support Worker, within a Primary Health Care framework, your role will include:

#### Improvement of client health outcomes:

1. Contact and develop relationships of trust with women who are pregnant with Aboriginal babies by receiving referrals of pregnant women from doctors, other staff of the TAC, from the maternity sections of hospitals, or from your own knowledge and networks.
2. Promote health and wellbeing of pregnant women and their babies, including by:
  - Organising relevant group presentations and discussions.
  - Organising ongoing group based support.
  - Visiting women at home.
  - Supporting women to attend antenatal clinics and doctors' appointments, and similar services.
  - Providing support to women during their pregnancy and following birth of their babies, particularly concerning best standards of baby and maternal nutrition.
  - Developing relationships and providing support to families of pregnant women recognising their crucial role in the pregnancy.
3. Provide advice and support to individuals and families on pregnancy related issues.
4. Follow agreed protocols and guidelines setting out the standards of antenatal care and for the care of new born babies.

5. Support mothers to access child health nurses for appropriate follow-up after birth.
6. Maintain the integrity of clients' record and health data, acknowledging the importance of confidentiality and discretion, in accordance with the AHS's Privacy policy.
7. Maintain accurate client and program records and provide monthly statistical reports in line with the TAC's reporting requirements.

**Health promotion:**

8. Make appropriate referrals to staff within the AHS, other TAC programs or outside agencies aimed at promoting healthy pregnancies and the health of newborn babies.
9. Plan, develop, implement, monitor and evaluate health education, health promotion and preventative programs for the Aboriginal community, including in group sessions, with individuals, within families to assist people make informed health decisions.

**Working collaboratively with colleagues:**

10. Participate as an active and contributing member of the AHS team to enhance team operations and achieve goals.
11. Communicate effectively with colleagues, clients and health professionals.
12. Participate in and demonstrate commitment to the TAC's Workplace Health and Safety (WHS) system and Continuous Quality Improvement (CQI) initiatives.
13. Undertake other duties and tasks, within the individual's competence.

**EXPECTED BEHAVIOURS AND PERSONAL ATTRIBUTES:**

- a. Demonstrated knowledge of and compliance with all relevant legislation and common law obligations affecting your level of work.
- b. Discharge of duty of care in the course of practice including meeting practice standards and accountability for actions.
- c. Demonstrated knowledge of policies and procedural guidelines that have legal implications, for example, ensure documentation conforms to legal requirements.
- d. Practice only within the limits of educational preparation and competence.
- e. Identify and respond to unsafe practice, for example, implement interventions to prevent unsafe practice and/or contravention of law.
- f. Demonstrated client-focused approach with genuine empathy and interest in the client's health, wellbeing and cultural needs.
- g. Excellent interpersonal and communication skills.
- h. Be well-presented, friendly and courteous.
- i. Undertake all duties in a diligent manner, with honesty and integrity.
- j. Maintain absolute confidentiality regarding client and AHS information.
- k. Demonstrated ability to work accurately.
- l. Demonstrated ability to work cooperatively and independently.
- m. Demonstrated ability to prioritise and organise.
- n. Demonstrated commitment to ongoing professional development and maintain appropriate registration.
- o. Demonstrated commitment to Aboriginal self-determination and support for Aboriginal culture being embedded in all programs.

**COMPETENCY, SKILLS, KNOWLEDGE AND EXPERIENCE:**

**Requirements:**

**Essential:**

1. Current *Apply First Aid and Cardio Pulmonary Resuscitation (CPR) certificate*.
2. Valid current drivers licence.

**Desirable:**

3. Hold a minimum of Certificate 4 in Aboriginal Primary Health Care (Community) or Diploma of Nursing or relevant tertiary qualification, or ability to obtain.

**SELECTION CRITERIA:**

**Essential:**

1. Ability to relate well to the Aboriginal community and an understanding of Aboriginal community control in a health environment.
2. A comprehensive knowledge and understanding of health issues within the Tasmanian Aboriginal community including those issues involved with pregnancy and babies, or willingness to acquire such knowledge.
3. Current knowledge of the principles of primary health care and ability to apply these principles in practice in a multi-disciplinary team environment.
4. Well-developed interpersonal skills including negotiation, liaison and the assertiveness necessary to advocate for the interests of Aboriginal people with outside agencies.
5. Demonstrated organisational skills and ability to set priorities, plan and act to achieve desired outcomes within the specified timeframe.
6. Ability to plan projects and report writing skills.
7. Ability to function effectively in a multi-disciplinary team environment including self-motivated, enthusiastic and proactive.
8. Ability and commitment to implement, monitor and report on the WHS management system to ensure that WHS risks are managed and reviewed effectively.

This position description accurately describes the full set of duties and responsibilities of my position. I understand my responsibilities and am committed to carrying them out in line with the TAC's values, Code of Conduct, policies and procedures, and legislative requirements.

**PRE-EMPLOYMENT CONDITIONS:**

Evidence of the following may be required prior to appointment to the position:

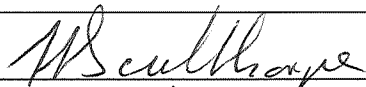
1. *Apply First Aid and Cardio Pulmonary Resuscitation (CPR)* certificate.
2. A current valid driver's licence.

**PRE-EMPLOYMENT CHECKS:**

The Tasmanian Aboriginal Corporation has determined that the person nominated for this job is to satisfy pre-employment checks before taking up the appointment. These include:

1. Conviction checks in the following areas:
  - a. Crimes of violence
  - b. Sex Related offences
  - c. Serious drug offences
  - d. Crimes involving dishonesty
2. Registration to Work with Vulnerable People
3. Identification check

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

Approved by CEO:	
Approval Date:	15/5/17

## **WORKING ENVIRONMENT:**

The Tasmanian Aboriginal Corporation is a statewide organisation delivering a wide range of services to the Aboriginal community including Health, Aged Care, Children's Services, Land Management Programs, Legal Services, Family Support, Cultural Awareness, Language and Youth Programs.

The Tasmanian Aboriginal Corporation is a member based organisation, controlled by a State Committee, committed to providing high quality, holistic and timely services to Aboriginal and Torres Strait Islanders.

We subscribe to the fundamental values of honesty, integrity, responsibility, trust and trustworthiness, respect and self-respect, and fairness and social justice. We bring these values to life by our individual and collective commitment to:

- A workplace free from discrimination.
- The highest ethical standards.
- Focusing on results.
- Leadership of the highest quality.
- Workplace relations that value communication, consultation and cooperation.
- A workplace that provides a fair, flexible, safe and rewarding workplace.
- Delivering services fairly, effectively and courteously.

Staff are expected to demonstrate an understanding of, respect for and compliance with culturally appropriate ways of working with Aboriginal clients, staff and the Aboriginal Community.

### **Aboriginal Health Service (AHS)**

The Aboriginal Health Service is a safe, friendly, confidential and culturally appropriate service, in line with Community needs. The TAC is the Tasmanian Affiliate to the National Aboriginal Community Controlled Health Organisations (NACCHO).

We provide comprehensive, integrated and multi-disciplinary primary health care programs including:

- Acute care
- Chronic disease
- Counselling
- Nutrition
- Physical activity
- Ante natal
- Child health
- Oral health
- Sexual health
- Alcohol and other drugs
- Aged care
- Health promotions

### **Confidentiality Requirements:**

Tasmanian Aboriginal Corporation is committed to collecting, keeping and disposing of client records in ways that protect privacy and ensure confidentiality is maintained. The Tasmanian Aboriginal Corporation confidentiality policy conforms to the *Privacy Amendment (Enhancing Privacy Protection) Act 2012*, Australian Privacy Principles (APPs) which govern the collection, use and storage of personal information.

In accordance with Tasmanian Aboriginal Corporation's Policy, employees must not give information or documents relating to their employment, clients and to the business to anyone unless authorised to do so by the Tasmanian Aboriginal Corporation. This includes medical records, personal information or information relating to the Tasmanian Aboriginal Corporation's business activities.

### **Workplace Health and Safety (WHS):**

All staff will assist the Tasmanian Aboriginal Corporation to create and maintain a safe and healthy work environment by working safely, adhering to instructions and using the equipment provided in accordance

with safe operating procedures. Where appropriate, staff will initiate and participate in worksite inspections, accident reporting and investigations and develop safe work procedures.

All supervising staff are required to implement and maintain the Tasmanian Aboriginal Corporation's WHS Management System in areas under their control; ensure compliance with legislative requirements and established policies, procedures and guidelines; and provide the appropriate information, instruction, training and supervision.

Staff will inform their supervisor of any unsafe working practices or hazardous working conditions

The Tasmanian Aboriginal Corporation can be a high demand, emotive and confrontational client service environment. WHS strategies are in place to ensure services are effectively delivered and employees' safety and wellbeing is of the highest priority.

Staff must carry out their duties in a manner which does not adversely affect their own health and safety.

The Tasmanian Aboriginal Corporation is a smoke-free work environment. Smoking is prohibited throughout the Tasmanian Aboriginal Centre including motor vehicles.

Intrastate and interstate travel may be required.

The TAC provides a workplace immunisation program to minimise the risk of transmission of vaccine-preventable diseases between health workers and clients. Each employee is individually assessed for specific vaccines and has the ability to opt out. Where an employee opts out, reasonable steps will be implemented to minimise risk exposure.

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