Position Description

Position Title: Koori Maternity & Early Years Cultural Care Coordinator - Identified position

Location: Gunditjmara Primary Health Services 3 Banyan Street, Warrnambool, Vic

Pay Rate / Award: Aboriginal Community Controlled Health Services Award 2010. Annual salary range $65,000 - $70,029 p.a., depending on qualifications and experience. 9.5% superannuation, additional paid leave over Christmas / New Year shutdown period, 17.5% annual leave loading, and salary packaging

Hours of Work: Full-time position, comprising: 0.2 FTE (7.6 hrs) Koori Maternity Services and 0.8 FTE (30.4hrs/week) Early Years Cultural Care Coordinator

Term of Contract: Maximum term contract to the end of September 2018, with the possibility of further employment, subject to funding

Reports to: Primary Health Care Manager

This is an Indigenous Identified role only open to Aboriginal and Torres Strait Islander peoples. The filling of this position is intended to constitute a special measure under section 8(1) of the Racial Discrimination Act 1975 (Cth), and s12 of the Equal Opportunity Act 2010 (Vic).

Historical Background

The Gunditjmara nation starts at the South Australian border then goes to the foothills of the Grampians, to Pirron Yallock and Gellibrand; this covers the coastlines within these areas. There are many tribes within Gunditjmara nation. Each tribe had their own identity, which was knowing where their boundary lines were on country. These were often recognised by creeks, rivers and small hills.
Gunditjmara people established permanent settlements thousands of years ago, revealing a deep, enduring connection to the land. The Gunditjmara people used the land's natural topography and features to establish permanent settlements and villages along the lava flow near creeks and lakes.

Gunditjmara people gathered food including eels from the rivers and shellfish from the ocean. Places such as Lake Condah, Tower Hill, Budj Bim, Deen Maar and the Framlingham Mission areas are all significant cultural sites for Gunditjmara people that tells the story of our ancestor’s way of life, culture and history.

Incorporated in 1982, Gunditjmara Aboriginal Cooperative is an Aboriginal Community Controlled Organisation (ACCO) that provides a range of holistic community health and social support programs, principally to the Aboriginal community and other residents in Warrnambool and outlying areas. We work in close partnership with local government, other health service providers including other Aboriginal Community Controlled Organisations in the Western District of Victoria, liaising regularly on the provision of health service and social welfare and community support programs.

**Overview of the Position**

This 12 month pilot role is part of the Victorian Government’s improvements in a) Koori Maternity Services (KMS) and b) the trialling of new models of care to provide culturally appropriate Aboriginal Maternal and Child Health services (the early years).

The Koori Maternity Services component of the position is funded through the KMS program, Department of Health, and the Early Years component is funded by the Department of Education and Training. The Early Years Cultural Care Coordinator component is a partnership with Maternal and Child Health Services, Warrnambool City Council.

The Koori Maternity & Early Years Cultural Care Co-ordinator (CCC) is a unique role enabling support and linkage to services for Koori women, their boorai’s and family from pregnancy, birth, postnatally and into the early childhood years from age 0-3.5 years.

The Koori Maternity & Early Years CCC supports client visits at Gunditjmara Primary Health Services, South West Health Care (Warrnambool Hospital), ultrasound & pathology appointments, Warrnambool Breastfeeding Centre, Warrnambool Maternal and Child Health Service (Early years) and paediatric appointments. Additionally, the position also provides a home visiting service to clients.

Along with the Koori Maternity Service Midwife, the Koori Maternity & Early Years CCC provides the initial link between clients and clinicians and service providers and assumes the role of the local ‘cultural care co-ordinator’. The Koori Maternity & Early Years CCC provides linkage for the client to access antenatal care, labour & birth support and post-natal care for 6 weeks with the Koori Maternity Service (KMS) and provides a seamless transition for care to continue with the Maternal Child Health Nurse service for boorai’s aged 6 weeks to age 3.5 years.
Collaboration between Aboriginal Health Workers, Midwives, Obstetrician’s, General Practitioners, Maternal and Child Health Nurses and other relevant services is of crucial importance in achieving excellent standards of maternity & early years care for Koori women, their boorai’s and family.

**Key Responsibilities**

**Direct Service Delivery**

- To support regular antenatal and postnatal visits with the Koori Maternity Service and mainstream health care providers to maintain high quality and culturally safe healthcare for the woman, new born and family.
- Assist in the provision of education relating to culturally safe pregnancy, birth and postnatal and early year’s education, guided by the KMS Midwife and Maternal Child Health Nurse.
- Act as an advocate, provide prompt referral and link services with mainstream health services, e.g. Southwest Healthcare and other programs such as Maternal Child Health Nurse (MCHN) Enhanced Care Program, jointly in collaboration with the KMS Midwife and Maternal Child Health Nurse as applicable.
- Accompanying and transporting women to appointments as required.
- In conjunction with the woman, develop a cultural care plan that encompasses pregnancy, birth, the postnatal and early years using a strengths based approach. This will include assisting mothers to address risk factors that may impact on pregnancy such as smoking, diet, substance use and promote positive actions to support improved outcomes for babies such as immunisations, breast feeding and positive parenting.
- Support the client and her family to meet with a Maternal Child Health Nurse (MCHN) at 36 weeks gestation
- Be a support person for the woman in labour and birth, if required.
- Support and co-ordinate a seamless transition of care and support services from the Koori Maternity Service to the Maternal Child Health Service at 6 weeks of age for ongoing care.
- Support clients at Maternal & Child Health visits and with access to high quality and culturally safe healthcare for the woman, new born and family, including immunisations and baby health checks (Key Ages and Stages) from aged 6 weeks to 3.5 years. Flexible visits can be conducted and may include, the client’s home, Gunditjmara Primary Health Services, Kooramook Playgroup and Warrnambool City Council Maternal Child Health Service.
- Ongoing care and support throughout the early year’s period and attend as appropriate with other community programs e.g. Cradle to Kinder, Koori Playgroup, Supported Playgroup, Young Parents Playgroup etc.
- Conduct Aboriginal and Torres Strait Islander (ATSI) Health Checks for Koori pregnant women and the newborn Boorai at 6-8 weeks of age; then recall annually as per Medicare Benefit Schedule requirements.

**Administration**
- Undertake data entry on Communicare or other database systems as required.
- Maintain Aboriginal Maternal and Child Health Initiative data for trial period and participate in research model evaluation & meetings with key stakeholders.
- Maintain appropriate records of activities and provide reports as required.
- Attend meetings with key stakeholders as required.
- Attend training with relevant staff from Gunditjmara Primary Health Services and Maternal and Child Health Services, Warrnambool City Council, as required.
- Work with key program stakeholders, to ensure program data is collected and collated and submitted in a timely manner.
- Collaborate with key stakeholders in developing the program evaluation

**Other Duties**
- Participate in a six monthly (post-employment) and then annual performance reviews with the Manager, Primary Health Services, and develop a work plan for the next twelve month period
- Participate in and attend Gunditjmara organizational meetings as directed by the Manager, Primary Health Services
- Be accountable for the effective and efficient achievement of the key responsibilities of the position.
- Be familiar with and abide by the Gunditjmara policies and procedures including Occupational Health and Safety and the Code of Conduct
- Participate in the Continuous Quality Improvement and Risk Management programmes, and promote compliance with legislation and Gunditjmara policies
- Participate in Gunditjmara Aboriginal cultural awareness training
- Assist with and support internal and external audit processes
- Contribute to monthly newsletter as required
- Provide regular reports on the activities and outcomes of work undertaken, including internal reporting requirements.
- Undertake professional development to increase skills and knowledge
- Other relevant duties within the scope of this role, as directed by the Manager, Primary Health Services

**Organisational Relationships:**

**Internal liaison/relationships:** Gunditjmara Koori Maternity Services, Gunditjmara Health Services Team, Social and Emotional Wellbeing Team, Corporate Services Team, and Community Care Programs Team

**External liaison/relationships:** South West Health Care, Maternal & Child Health Centres (Warrnambool City Council).

**Essential Skills, Knowledge, Qualifications and Experience**
• Understanding and commitment to Aboriginal health, Aboriginal culture, and the philosophy and practice of Aboriginal Community Control
• Ability to work with Aboriginal organisations, communities and individuals in culturally appropriate ways
• Minimum Cert. III Aboriginal Health Worker/ Cert IV Aboriginal Health Practitioner qualification or significant work experience and training
• Demonstrated experience working with pregnant women (all risk) and newborn babies and families, providing flexible and culturally appropriate care for families and children with complex needs.
• Well-developed understanding of early child development
• Sound organisational and time management skills
• Excellent written and verbal communication skill
• Sound administration, file management and IT skills, including using client information database systems.
• Possession of a current Victorian driver license and be able to attain satisfactory Police and Working With Children checks.

Desirable Knowledge, Skills
• Experience in working in a non for profit setting /environment

Guidelines for Submitting Applications
Application deadline extended to Sunday 5 November 2017. Specific queries about the role should be directed to Julieanne Crowe, Manager Primary Health Care Services, 0438 606 072, julieanne.crow@gunditjmara.org.au. All other queries and applications to Susan Kay, HR Coordinator: susan.kay@gunditjmara.org.au. Applications must include a covering letter, resume, 3 referees and how you meet the essential skills, knowledge, qualifications and experience of the position.