



**MAARI MA HEALTH
ABORIGINAL CORPORATION**

Improving Aboriginal health and closing the gap

POSITION DESCRIPTION

Position Title	Mental Health Registered Nurse
Team	Social and Emotional Well Being
Location	Broken Hill
Classification	Maari Ma Health Enterprise Agreement
Date	May 2021

About Our Organisation:

Maari Ma Health is an Aboriginal community controlled health service, led and governed by an all Aboriginal Board of Directors. Our values are community, compassion, culture, empowerment, quality and respect.

We work to improve the health and well-being of Aboriginal people, families and communities. We do this through:

- Healthy Start and Keeping Well programs of the Chronic Disease Strategy focussing on prevention, early intervention and care plan management.
- Social and Community Programs to promote individual and community wellbeing, supporting young people to enjoy life, realise their potential and be all they can be.
- Joining research projects about community safety, chronic disease and quality outcomes.
- Working in partnerships with other organisations in our region such as Far West Local Health District and Western Primary Health Network.
- Facilitating services that improve the care provided to Aboriginal people with a chronic disease across western and far west NSW.

Maari Ma has a Regional Primary Health Care Service with a multidisciplinary general practice in Broken Hill and delivers services and programs collaboratively with local health service staff in communities within the Far West region of New South Wales (Wilcannia, Menindee and Ivanhoe). Our service approaches are grounded in the Aboriginal concept of health which takes a holistic view incorporating the physical, social, emotional and cultural well-being of individuals, their families and their communities.

Service Information-Social and Emotional Well Being Team Parp’pah

SEWB Parp’pah (Parp’pah means ‘to raise up’) is a clinical service delivered by a GP-led multidisciplinary team trained in various disciplines such as psychology, social /welfare work, counselling, GIT (Getting It Together, Early Intervention for Youth), Alcohol & Other Drugs (AOD). The service is provided to pregnant women, families with younger children, young people (9 – 18 Years) and adults. The team delivers a range of services for mental health and AOD issues including: health promotion, screening and early intervention, assessment, case management, supportive counselling and therapeutic interventions. The service recognises the importance of understanding the historical

trauma with respect to local Aboriginal people in assisting people to be well. It is informed by community and cultural considerations.

The SEWB service operates within a general practice framework working to a GP-led model of care and is supported by a range of visiting medical specialists including: Psychiatrist, Perinatal Psychiatrist, Child and Adolescent Psychiatrist, Addiction Physician and Smoking Cessation.

Reporting/Working Relationships:

- This position reports to the SEWB Clinical Manager.
- The position functions as part of the Primary Health Care Service (PHCS) and is located in the multidisciplinary SEWB team.
- While the position works in the SEWB team, the position is expected to work collaboratively with the broader GP multidisciplinary team at the PHCS.
- Attendance at PHCS morning meetings and clinical meetings is key to ensuring effective communication with the GP multidisciplinary team.

Employment Conditions:

- Continued employment is subject to ongoing funding.
- Terms and conditions as outlined in the Maari Ma Health Aboriginal Corporation Enterprise Agreement.
- Appointment and continued employment is subject to a satisfactory National Police History Check and NSW Working with Children Check.
- Current Driver’s License and willing to drive in the course of work activities.
- Travel and overnight stays may be required to provide outreach services and attend training or work related activities.
- Maintenance of professional registration with AHPRA.

Key Responsibilities	Duties
Comply with the Funding Conditions	<ul style="list-style-type: none"> • Enrol in and complete the Graduate Certificate in Mental Health Nursing (or Diploma in Mental Health Nursing) or equivalent course recognised by the Australian College of Mental Health Nurses and the Australian Qualification Framework. • Actively participate in supervision and upskilling in mental health as provided. • Work towards becoming credentialed with the Australian College of Mental Health Nurses • Provide mandatory services, including: <ul style="list-style-type: none"> • clinical coordination • Psychological interventions • Psychology therapies • Medication management • Risk assessment and monitoring • Physical health assessment • Health promotion • Early intervention and management • Appropriate referrals to other services.
Matching your interest area / specific skills to our SEWB target groups	<ul style="list-style-type: none"> • Work collaboratively with your line Manager to identify your specific interests / skills to inform your work focus in relation to our specific target groups e.g. pregnant mums, families with young children, youth, adults, crisis presentations etc.

	<ul style="list-style-type: none"> • In conjunction with your line Manager develop a professional development plan to map out the skill development and education you require to enhance your capacity to work effectively with specific target group/s. • Complete approved education / training programs as per your professional development plan.
<p>Deliver services in line with Maari Ma's stepped care model 'right care by the right provider at the right time'</p>	<p>Be responsible for working collaboratively as part of the SEWB/GP multidisciplinary team to support and deliver evidence based primary mental health and alcohol and other drugs (AOD) interventions, in line with our approved stepped care model of care, referral pathways and clinical governance framework.</p> <ul style="list-style-type: none"> • Manage a cohort of patients assigned to you. • Deliver comprehensive mental health and AOD assessments to inform decision making regarding appropriate referrals, medical management and follow-up care. • Deliver evidence based PMHAOD interventions (as per stepped care model). • Maintain effective communication with referring GP and visiting medical specialists regarding client referrals (feedback, outcome of assessment, complex presentations, progress, outcome). • Maintain communication with the referring GP regarding level of care client requires and in collaboration with GP make arrangements to step up care or step down care depending on client health status and needs. • Actively maintain effective communication with the multidisciplinary at the PHCS to ensure a coordinated, person centred approach with regards to shared clients, especially shared clients presenting with comorbidity and complex issues, e.g. working in with Healthy Start, Keeping Well.
<p>Coordination of visiting Specialist clinics</p>	<p>Be responsible for coordinating visiting Specialist clinics that are assigned to you (adult Psychiatrist or C&A Psychiatrist or perinatal Psychiatrist or Addictions or Smoking Cessation etc.).</p> <p>This involves booking client appointments, managing clinic documentation (referrals and reports), supporting clients and the Specialist on the day, ensuring referring GP is provided with report from the Specialist, arranging handover at end of the clinic etc.</p>
<p>Crisis Presentations</p>	<p>Be rostered to function as a general resource/support for the GPs, clinic and other teams to respond to and manage crisis presentations in the clinic setting.</p>
<p>Case Management and Advocacy to address Social Issues</p>	<p>Many clients present with complex social issues impacting on their mental health and AOD status. These clients often require proactive case management, advocacy and coordination with other support services. Be responsible for preparing case plans for clients outlining the mix of services required to meet the client's needs, facilitate access to the range of services required e.g. housing, justice, income/budget support, transport, education etc.</p> <p>Engage clients in their own case plan assessing goals and outcomes.</p>

Internal and External Service Links	<p>Develop and maintain strong links internally with Maari Ma’s primary health service teams, clinic, Child and Family, Keeping Well (chronic disease), community programs including Playgroup, Early Years, Healing Program etc. SEWB clients access services across the whole of Maari Ma therefore it’s important to collaborate and join services as much as possible to ensure client engagement is coordinated and person centred – not siloed.</p> <p>Develop and maintain strong links with external services including: LHD MHDA (adult and CAMHS), Hospital, Pharmacy, Headspace, Neami, Schools, Justice, Centrelink, Housing, material aid services, Interagency etc.</p>
Clinical Governance	<p>Be responsible for working to and complying with Marri Ma’s SEWB clinical governance framework which includes:</p> <ul style="list-style-type: none"> • Administrative and line management supervision. • Clinical review, team meetings, handovers and grand rounds (ensure referring GP is engaged in the review of patient progress / outcomes). • Clinical supervision. • Clinical education and training. • Performance development and review. • Professional supervision. <p>It is expected that you:</p> <ul style="list-style-type: none"> • Participate in and actively contribute to clinical reviews. • Present your case load and clinical practice for scrutiny by the GP-led multidisciplinary team ~ 3 monthly (this includes ongoing review of client progress, consideration of right provider of right client at right time, discharge. • Undertake clinical supervision and subject your case load and practice to external review. • Undertake clinical supervision as per team arrangements. • Undertake professional supervision as per your registration requirements. • Provide services to clients within the provisions of the NSW Mental Health Act 2007 and National, State and District policy/philosophy/directions.
Skills and Knowledge Transfer	<ul style="list-style-type: none"> • Provide clinical support, education, mentoring and practical assistance to PHCS staff to enable workers to develop their capacity to work effectively with clients with mental health and AOD issues in their primary health care role. • Participate in and deliver approved community education in mental health and AOD, for example Mental Health First Aid, SMART recovery and carer support. • Participate in the delivery of community based health promotion activities e.g. R U OK day, NAIDOC day etc.
Information Management, Data and Reporting	<ul style="list-style-type: none"> • In your own clinical practice ensure timely and accurate entry of patient documentation, notes and data. • Maintain accurate case load list (and tracking to show where client is up to). • Ensure the secure management of data, patient and organisational confidential information and compliance with privacy policies and

	<p>legislation.</p> <ul style="list-style-type: none"> • Actively contribute to the maintenance of the current service population list. • Prepare and submit data as required and in accordance with method, type and format required by Maari Ma. • Prepare written reports • Participate in CQI audits as required. • Complete Medicare documentation and processes in order to comply with Maari Ma's billing requirements.
Performance Review and Professional Development	<ul style="list-style-type: none"> • Comply with Maari Ma's performance review and professional development processes. • In conjunction with your line Manager, complete annual (or as required) review of your performance and establish a professional development plan that includes approved learning activities to increase your capacity to provide effective and evidence based services.
General team duties	<ul style="list-style-type: none"> • Actively demonstrate leadership ensure Maari Ma's preventive ATSI health check program is promoted and well understood across the service. • Orientate new staff to the ATSI health check program. • Contribute to the PHCS whole of service morning meetings. • Monthly meeting with the Executive Manager PHC to discuss progress. • Monitor and report on targets set in Workplan. • Acts as a resource person regarding diabetes for staff, clients and their carers
Administration Activities	<ul style="list-style-type: none"> • Ensure the secure management of data, client and organisational confidential information and compliance with privacy policies and legislation. • In conjunction with the Executive Manager PHC, develop a six monthly work plan outlining all activities.
Team & Organisational Activities	<ul style="list-style-type: none"> • Work as part of a 'virtual team' with other staff who work to support visiting specialist services, maintaining good communication with the Visiting Specialist Services Coordinator and collaborating as required to identify and address operational issues (e.g. referrals, wait list, clinic logistics, travel, consult rooms, roster, education sessions etc.). • Actively and regularly participate in team planning activities and team meetings. • Actively develop and maintain effective internal and external networks in a professional manner. • Work collaboratively with and support other Maari Ma colleagues where required. • Participate in and support a culture of continuous quality improvement activities, including accreditation. • Participate in working groups, committees and organisational activities where requested. • Participate in Maari Ma Health functions and community promotional activities. • Appreciate, respect and value differences within the team and within

	<p>Maari Ma.</p> <ul style="list-style-type: none"> • Contribute to and support positive team morale. • Promote and present a positive image of Maari Ma to other staff, clients and the community in general.
Values and Behaviours	<ul style="list-style-type: none"> • Appreciate, respect and value differences within the team and within Maari Ma. • Contribute to and support positive team morale. • Promote and present a positive image of Maari Ma to other staff, clients and the community in general. • Conduct all work in line with Maari Ma's values, which are Community, Compassion, Culture, Empowerment, Respect and Quality.

Qualifications, Skills, Experience and Knowledge

Selection Criteria

Essential

- Current Nursing and Midwifery Board of Australia Certificate of Registration
- Willingness and ability to complete a Graduate Certificate/Diploma in Mental Health Nursing through an accredited Australian University within 12 or 24 months of commencing employment.
- Demonstrated experience working in mental health for a minimum 12-month period as a registered nurse.
- Demonstrated knowledge of contemporary, evidence based and culturally appropriate approaches to mental health, SEWB and AOD issues within Aboriginal communities.
- Ability to establish collaborative partnerships that facilitate and support people with mental health issues to participate in all aspects of holistic, evidence based care.
- High level knowledge of Australian Aboriginal culture, history, understanding of impact of colonisation and how this history relates to current social, emotional and health issues for Aboriginal communities, families and individuals.
- A current drivers license and willingness to travel to remote communities.
- Demonstrated high level verbal and written communication skills

Desirable

- Understanding and/or experience in working in Aboriginal Primary Health care or with an Aboriginal Community Controlled Organisation.

Compliance Responsibilities – All Staff

Professional Development/Performance Review/Feedback

- Participate in learning and development activities to maintain professional knowledge and skills.
- Participate in performance reviews, feedback and information sharing discussions in relation to job satisfaction and communication, continuous improvement, learning and development, innovation, and improving performance.

Workplace Health and Safety

- Arrive Safe, Work Safe and Go Home Safe.
- Make sure you keep your safety and others safety in mind at all times.
- If you notice someone doing something unsafe – care enough about them to ask them to stop or find a safer way.
- If you notice something that is a potential risk or hazard to your safety or others safety – report it.
- Watch out for spills, things in the way of people, and/or equipment that isn't working.
- If you need equipment to do your job safely – make sure you use it. It's there to keep you safe.
- If equipment isn't working properly – tell everyone around you (a sign is often good) and then tell us so we can fix it.
- If you are involved in an incident or are injured tell us straight away.

Modelling Healthy Workplace Behaviour

Maari Ma has a Smoke Free Workplace Policy and a Workplace Nutrition Policy. All staff have a responsibility to model healthy behaviour and lifestyle at work.

Immunisation Status

This position is Category A – employees who have contact with clients or contact with blood, body substances or infectious material.

Other Responsibilities

- Behave in a manner consistent with personal and professional workplace standards outlined in the Code of Conduct, human resource policies (including Equal Opportunity, Workplace Bullying and Discrimination & Harassment Policies) and other relevant legislation.
- Abide by the policies and procedures of Maari Ma. These policies and procedures are subject to change and it is the responsibility of each staff member to maintain an awareness and understanding of all policies and procedures.
- Co-operate with the requirements of the Occupational Screening and Vaccination Against Infectious Diseases Policy or, where you elect not to comply, confirm in writing your non-participation and understanding of the risks of non-participation.
- Duties and responsibilities for this position should not be considered definitive. Duties may be added, deleted or modified, in consultation with employees as required, and within the scope of skills, experience, knowledge and competencies.

Name

Signature

Date