

Position Description

Karitane have been the leaders in parenting services since 1923. We provide support and education on the unique challenges of parenting to mums and dads with children from birth to 5 years of age. All 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.

Karitane support new parents around sleep and settling, establishing routines, feeding and nutrition, toddler behaviour and pre and postnatal anxiety and depression.

We are a registered charity, supported by the NSW Ministry of Health and the Department of Family & Community Services. In addition to our government funding, much of our work is thanks to donations from individuals and organisations.

Our caring healthcare professionals guide, support and educate families through our parenting centres, residential services, mental health services, integrated care hubs, virtual home visits and community services.

POSITION:	Perinatal, Infant and Child Mental Health Professional – Psychologist / Social Worker / Registered Nurse / Occupational Therapist
HOURS:	Permanent part time 16 hrs per week.
OPERATIONAL BASE:	Perinatal, Infant and Child Mental Health Services (Jade House) Carramar and Camden sites
VACCINATION CATEGORY:	Category A
RESPONSIBLE TO:	Director of Clinical Services through the Perinatal, Infant and Child Mental Health Services (PICMHS) Manager

SUMMARY ROLE AND FUNCTION

Karitane Parent, Infant and Child Mental Health Services (PICMHS) provides mental health assessment and therapeutic intervention for parents during the perinatal period (pregnancy and the first postpartum year) and families with young children 0-5 years. Jade House services include comprehensive bio-psycho-social mental health assessment, formulation and care planning for stepped care interventions matched to level of need: individual or group brief intervention or intensive/specialist dyadic psychotherapy/counselling. The Perinatal and Infant Mental Health Clinician (Jade House) provides safe, effective, quality care consistent with Karitane's

mission, values and standards of care, and the Professional Code of Conduct.

Karitane staff provide safe, effective, quality care consistent with the organisation's mission, philosophy, values and standards of care, and adhere to the NSW Health Code of Conduct.

ESSENTIAL CRITERIA

1. AHPRA registration as a Psychologist, Social Worker, Occupational Therapist or Registered Nurse. A degree in Psychology, Social Work or Nursing which provides eligibility for membership of the relevant professional association/full registration through the Australian Health Practitioner Regulation Agency.
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2. Recognised postgraduate qualifications in perinatal/infant mental health (PIMH) and/or post graduate qualifications in counselling or psychotherapy with a minimum of three years practice experience in the field of PIMH.
3. Demonstrated clinical experience in provision of assessment and therapeutic interventions with clients experiencing psychiatric and psychological disturbances during pregnancy, postpartum and parenting infants up to 1 year of age.
4. Experience working with parents in the perinatal period or early parenting period in a Child and Family Health setting or in Child and Adolescent, Youth or Adult Mental Health Service.
5. Knowledge and experience in working with families and an understanding of infant mental health.
6. Computer literacy and ability to use technology for the purposes of service delivery.
7. Demonstrated ability to work independently and as a member of a multidisciplinary team.
8. Demonstrated ability to mediate and negotiate conflict effectively.
9. Demonstrated understanding of parenting in the context of diversity.
10. Current Driver's Licence.

CONDITIONS OF EMPLOYMENT

Permanent part time employment in accordance with The Named NSW (Non-Declared) Affiliated Health Organisations' Professional and Associated Staff Agreement 2022 or The Named NSW (Non-Declared) Affiliated Health Organisations' Nurses 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. The majority of Karitane's services close for approximately two weeks over the Christmas/New Year period, during which time employees are required to take leave.

This position may be required to provide clinical services via Telehealth in a work from home capacity.

Relevant Criminal History, Working with Children's Check, Apprehended Violence Orders and prior employment checks, including relevant disciplinary proceedings, will be undertaken.

Employment conditions for this role are in: accordance with The Named NSW (Non-Declared) Affiliated Health Organisations' Professional and Associated Staff Agreement and Named NSW (Non-Declared) Affiliated Health Organisations' Nurses Agreement 2017.

Karitane supports a smoke free environment including buildings, grounds and vehicles.

Applicants will have a commitment to EEO & WHS&R Policies, ethical practice and the principles of cultural diversity.

STATEMENT OF DUTIES

Listed are the primary duties of this role and the performance standards required to undertake the duties.

RESPONSIBILITIES

All staff have an obligation to ensure they are familiar with their professional registering body and practice according to the professional code of ethics.

PROFESSIONAL

Psychology

All psychologists have an obligation to ensure they are familiar with and practise in accordance with the Psychology Board of Australia registration standards and guidelines. All psychology staff are to provide evidence of current National Registration with Australian Health Practitioner Regulation Agency (AHPRA). - Reference: Psychology board of Australia. (2012). *Standards and Guidelines*.

Retrieved from <https://www.psychologyboard.gov.au/standards-and-guidelines.aspx>

Social Work

All Social workers have an obligation to be familiar with and practise in accordance with the AASW Practice Standards (2013) to fulfil their professional practice responsibilities.

Reference: Australian Association of Social Workers. (2013). *Practice Standard (2013)*. Australia, Canberra ISBN: 978-0-9808661-9-3.

Retrieved from <https://www.aasw.asn.au/document/item/4551> _

Nursing

To practice in accordance with the recognised Standards for Mental Health Nurse Practice, Codes of Conduct for Nursing and legislation affecting Nursing and Mental Health Practice. All nursing staff are to provide evidence of current national registration with the Australian health Practitioner Regulation Agency (AHPRA).

Reference: Nursing and Midwifery Board of Australia. (2014). *Codes and Guidelines*.

Retrieved from (<http://www.nursingmidwiferyboard.gov.au/Codes-Guidelines-Statements/Position-Statements.aspx>)

Occupational Therapist

All occupational therapy staff are to provide evidence of current National Registration with Australian Health Practitioner Regulation Agency (AHPRA). -

Occupational therapists must be registered with the Occupational Therapy Board of Australia, and meet the Board's registration standards, in order to practise in Australia. Retrieved from

<https://www.occupationaltherapyboard.gov.au/Registration-Standards.aspx>

PROFESSIONAL

Duties

1. Actively participate in ongoing education program, providing documented evidence of participation.
2. Participate in activities related to the enhancement of specialist PICMHS practice.
3. Participate in decision making about health care planning, practice and evaluation.

4. Participate in the teaching of students.
5. Participate in the teaching, mentoring and supervision of inexperienced staff.

CLINICAL

To provide care in keeping with recognised standards where the primary objective is to assist the parents and their children in order to promote optimal health and wellbeing. Care is provided within the framework of Karitane Policies and Procedures.

Duties

1. Apply appropriate principles, methods and techniques of biopsychosocial assessment with parents during the perinatal period and families with young children 0-5 years.
2. Conduct therapeutic individual and group interventions via Telehealth or centre based at Karitane Carramar.
3. Implement care/management plans that recognise and facilitate the parents' right to partnership in the health care of their unborn child/children and enable active participation in planned care.
4. Identify actual or potential health problems through application of clinical judgement and in consultation with families.
5. Assess and monitor the functioning of family members as outpatients to promote their wellbeing.
6. Be responsible, in consultation with other multidisciplinary team members, for individual family casework; including the organisation of appropriate mental health assessment, multidisciplinary discharge support and clinical management.
7. Attend and participate in regular case conference meetings within a multidisciplinary team.
8. Assist with research and administrative activities as required.
9. Ensure accurate and complete recording of session documentation to facilitate quality data collection in accordance with the NSW Health Mental Health Reform Innovation Agreement.

ORGANISATIONAL

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

Duties

1. Attend and actively participate in team meetings and attend organisational staff meetings as required.
2. To enact and promote the organisational values of respect, innovation, collaboration and excellence.
3. Demonstrate the ability to work independently when appropriate.
4. Participate in program planning and working parties if requested.
5. Consult as appropriate with the multidisciplinary team regarding specific client issues.
6. Maintain client records and organisation of management information systems.
7. Demonstrate a commitment to total quality management and occupational health and safety.
8. The incumbent position may be directed by management to undertake new or additional tasks in response to the work setting.

QUALITY IMPROVEMENT

Duties:

1. 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.
2. Evaluate practice and identify areas that could be improved.
3. Participate in Quality Management activities and Accreditation programs.

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 Second Edition](#)
- 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.

KARITANE VALUES

- *Respect*
- *Innovation*
- *Collaboration*
- *Excellence*

Demonstrate a personal commitment to the organisation's Values. Be inclusive of and positively affirm diverse ideas, backgrounds and cultures.

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

UNIVERSAL STATEMENT OF OBLIGATIONS

EDUCATION AND PROFESSIONAL DEVELOPMENT

- Identifying knowledge in areas of improvement and pursue appropriate continuing education and clinical updating.
- Attend mandatory education in Fire, Manual Handling and any other training courses specified by management which will enhance personal development and productivity requirements.
- Recognise and respond to the need for accurate health promotional information for clients, visitors and other members of staff.

CLINICAL AND/OR CORPORATE GOVERNANCE

- Identifying the needs of clients, visitors 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 Ministry of Health NSW Code of Conduct and CORE values.
- 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 CALD
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- Backgrounds and Aboriginal and Torres Strait Islander backgrounds.
 - Be aware of the NSW Health Zero Tolerance Policy.

Performance Management:

Performance appraisal will be carried out at three months and then annually with the Nursing Unit Manager.

Exit Interview

Participate in an Exit interview on termination.

I agree to strictly observe the Health Service's policy on confidentiality of client information or such other sensitive or confidential information that I may come across in the course of my employment.

As the incumbent of this position, I have read this Job Description, understand its contents and agree to work in accordance with the requirements of the position. I understand and accept that I must also comply with the policies and procedures of Karitane.

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Employee

.....
Date

.....
Chief Executive Officer

.....
Date

Perinatal, Infant and Child Mental Health Professional

JOB DEMANDS CHECKLIST

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	Infrequent
Running - Floor type: even/ uneven/ slippery, indoors/ outdoors, slopes	Not Applicable
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	Infrequent
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	Not Applicable
Lifting / Carrying - Light lifting & carrying: 0 - 9 kg	Not Applicable
Lifting / Carrying - Moderate lifting & carrying: 10 - 15 kg	Not Applicable
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	Not Applicable
Head / Neck Postures - Holding head in a position other than neutral (facing forward)	Not Applicable
Hand & Arm Movements - Repetitive movements of hands and arms	Infrequent
Grasping / Fine Manipulation - Gripping, holding, clasping with fingers or hands	Infrequent
Work At Heights - Using ladders, footstools, scaffolding, or other objects to perform work	Not Applicable
Driving - Operating any motor powered vehicle	Infrequent
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 Applicable
Taste - Use of taste is an integral part of work performance e.g. Food preparation	Not Applicable
Touch - Use of touch is an integral part of work performance	Not Applicable
INTERACTIONS	FREQUENCY
Distressed People - e.g. Emergency or grief situations	Frequent
Aggressive & Uncooperative People - e.g. drug / alcohol, dementia, mental illness	Infrequent

Unpredictable People - e.g. Dementia, mental illness, head injuries	Occasional
Restraining - involvement in physical containment of patients / clients	Infrequent
Exposure to Distressing Situations - e.g. Child abuse, viewing dead / mutilated bodies	Infrequent
ENVIRONMENT	FREQUENCY
Dust - Exposure to atmospheric dust	Not Applicable
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 - 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 35 ^C	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
Housekeeping - Obstructions to walkways and work areas	Not Applicable
Biological Hazards - e.g. exposure to body fluids, bacteria, infectious diseases	Not Applicable

HEALTH DECLARATION

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 the positions manager, prior to completing this 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: ____/____/____

Reference: Adapted from SWSLHD Job Demands Checklist

File: Job Demands List - Template Aug 2021.docx