

POSITION DESCRIPTION: Registered Nurse /Team Leader

INTRODUCTION TO TWEDDLE SERVICES:

Tweddle is located in Footscray and offers a range of specialist early parenting programs to families who are experiencing difficulties with parenting their children up to school age. Programs include residential, day long and sessional groups delivered at Tweddle or in local communities, collaboratively with local government, community organisations or health services. Staff may be required to work across programs and in various locations.

As a Child Safe Organisation all staff are expected to promote the safety, wellbeing and inclusion of all children.

Reports To: Residential Services Unit Manager /Manager Community Programs

POSITION SUMMARY:

Team Leaders are responsible for coordinating the delivery of parenting services in an efficient and effective manner and in accordance with statutory requirements. They provide supervision and support to Early Childhood Practitioners in the delivery of parenting services to families. In addition, they ensure effective and efficient utilisation of resources in the provision and delivery of high quality parenting service to families and deliver early parenting programs that meet staff, client and stakeholders objectives. The position supports the smooth operation of Tweddle services through provision of high quality nursing services.

KEY SELECTION CRITERIA:

Mandatory: Division 1 Registered Nurse possessing current and appropriate endorsements to practice as a registered nurse, midwife, maternal and child health nurse or mental health nurse.

Desirable: Recent experience in the provision of paediatrics, midwifery and or maternal and child health nursing or adult mental health.
Knowledge of infant mental health and attachment.
Understanding of working within the DHHS Best Interest Practice Framework.
A strong background of working in partnership with families.
Experience in working with families who have multiple and complex issues including relationship difficulties.
A strong clinical knowledge in the health and family services sector.
Experience in clinical supervision and reflective practice.

KEY RESPONSIBILITIES:

| Position Responsibilities & Duties | | Measurable Outcomes |
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| Clinical Role | <p>Provide high quality child-centred, family-focussed case management (including development and oversight of care planning for families with complex presentations) and support to vulnerable children (0-4 years age) and their parents.</p> <p>Provide culturally safe spaces and appropriate supportive parenting responses to families with from diverse backgrounds, including parents with intellectual disabilities.</p> <p>Provide casework to children and their families offering: appropriate therapies, family mediation, counselling and personal and parenting support. This includes identifying the need for therapeutic intervention to support their healing from possible traumatic experiences that may be impacting on their parenting and conducting complex risk assessments to identify where parenting behaviours may be impacting on the safety of a child.</p> <p>Work with families within a multidisciplinary team to build the capacity of parents to meet the child’s health, safety and developmental needs, and to build self-resilience through linkages to education, training and employment. Ensure that open communication occurs about the needs of families within the team and where appropriate across the organisation.</p> <p>Maintain and develop effective partnerships with a wide breadth of services including specialist and mainstream services in child, youth, family, employment, training and disability.</p> <p>Allocate staff to families based on specialist staff skill and needs of families.</p> | <p>Demonstrates ability to plan, implement and guide parents in age appropriate individual and group programs and interventions and activities, supporting them in being responsive to their child’s daily care and developmental needs, including understanding of child development, play and early learning.</p> <p>Evidence of care planning that recognises tailored interventions that meet the specific needs of the child and their family, including cultural needs. Includes evidence of a commitment to culturally sensitive practices and to maintaining cultural competence.</p> <p>Demonstrates an understanding of evidenced based knowledge of parent/child attachment and other early parenting issues which may influence the care environment. Evidence of an ability to recognise parenting behaviours that indicate concern, assess the level of risk to a child and respond as per mandatory reporting requirements.</p> <p>Demonstrates an understanding of the principles of the Family Partnership Model and working from a strengths based approach with families, and evidence of working collaboratively within a multidisciplinary team whilst demonstrating respect for other professional perspectives.</p> <p>Evidence of referrals to appropriate services within the broader community including evidence of seeking secondary consultations.</p> <p>Demonstrates ability to plan, implement and guide staff in their work with parents</p> |

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| | <p>Provide high quality education to staff, clients and groups.</p> <p>Ensure that client rights and needs are being met.</p> <p>Collate and maintain high quality documentation, including obtaining input from children and their families together with other key stakeholders, as part of Tweddle’s documentation requirements and the Research and Evaluation framework.</p> | <p>in age appropriate individual and group programs and interventions and activities.</p> <p>Demonstrates ability to deliver education programs, group work, and education support for other clinical staff.</p> <p>Evidence of maintaining client safety, privacy and confidentiality and to ensuring direct report staff are complying with these obligations.</p> <p>Evidence of high quality documentation that meets both contemporary best practice and regulatory and statutory requirements, in care planning that parenting support provision is integrated into client assessment, care delivery and follow up. This includes evidence of contributing records to evaluation processes for Tweddle programs.</p> |
| Team Support | <p>Provide leadership, supervision and support to the Early Childhood Practitioners.</p> <p>Undertake Performance Review processes for Early Childhood Practitioners (allocated by the relevant line manager).</p> <p>Support all team members to function as a team and review the allocation of tasks on the shift e.g. groups.</p> <p>Monitor the learning and skill development needs of the team and provide feedback, including reporting up to line management of any additional resources required.</p> | <p>Evidence of leadership support and guidance to the Early Childhood Practitioners to promote a positive/learning workplace culture.</p> <p>Evidence of performance monitoring and annual Performance Review Plans completed with Early Childhood Practitioners.</p> <p>Demonstrate sound allocation of tasks throughout a shift.</p> <p>Evidence of feedback provided to the leadership team in regards to skill strengths and gaps of staff.</p> |
| Resource Management | <p>Monitor the need for resources to assist in the achievement of care plans.</p> <p>Develop or assist other appropriate staff to develop the resources.</p> <p>Participate with the Residential Services Nurse Unit Manger in the development of the staff roster and After hours co-ordination of rosters.</p> | <p>Management of resources in line with Tweddle policies and procedures.</p> <p>Evidence of contribution to development of appropriate resources.</p> <p>Evidence of roster management including out of hours.</p> |

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| <p>Networking</p> | <p>Liaise and refer families to appropriate community services / agencies in consultation with families.</p> <p>Maintain knowledge of the range of health and community supports available to assist a family.</p> | <p>Demonstrates a knowledge of community support services available for families.</p> <p>Evidence of knowledge of supports available as demonstrated into comprehensive Discharge Care Planning that meets the individual needs of families.</p> |
| <p>Reflective Practice</p> | <p>Provide parenting support for families that align with clinical reflective practice approaches.</p> <p>Provide individual supervision for Early Childhood Practitioners.</p> <p>Deliver 4 Clinical Care Reviews per annum including participation of key clinical staff and early childhood professionals.</p> | <p>Evidence of leading and participation in reflective practice, mentoring, and mandated supervision required for all Tweddle staff as demonstrated by signed Supervision Agreement and Record of Attendance and observations of reflective practice.</p> <p>Evidence of individual supervision for Early Childhood Practitioners.</p> <p>Evidence of leading and participation in 4 clinical case reviews annually.</p> |
| <p>Professional Development</p> | <p>Maintain professional knowledge base and attend relevant conferences, study days, formal study and/or readings.</p> <p>Participate in the annual Performance Review process.</p> | <p>Attendance at in-service programs, conferences and study days.</p> <p>Evidence of maintaining up-to-date knowledge and practice, including cultural competence.</p> <p>Evidence of active participation in performance review activities with plans that demonstrate commitment to self-development. This will include evidence that there is progression on agreed actions and a proactive approach to identifying own learning needs and training opportunities.</p> |
| <p>Quality & Risk</p> | <p>Demonstrate commitment to the provision of high quality and relevant services for families. Ensure quality service provision.</p> <p>Maintain a safe environment for clients, self and other staff. This includes active contribution to a systems approach to minimise clinical risk and improve the safety of care.</p> <p>Demonstrate the principles of Person Centred care – respect and dignity, information sharing, participation and collaboration.</p> | <p>Evidence from client satisfaction feedback.</p> <p>Evidence of reporting and documenting any incidents involving clients, staff or visitors on Riskman.</p> <p>Observations of consistently demonstrating compassion and support</p> |

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| | <p>Contribute to the development of creative, innovative and practical initiatives.</p> <p>Contribute towards the organisation's accreditation processes.</p> | <p>to clients and staff respecting individual culture and values.</p> <p>Evidence of identifying areas for improvement, contributing to the development of creative, innovative and practical initiatives, including involvement in a quality portfolio.</p> <p>Evidence of involvement in Tweddle quality program and initiatives, including providing of feedback on policies, procedures and current work practices.</p> |
| Occupational health and safety | <p>Ensure that staff and clients operate in a safe environment.</p> <p>Commitment to own self-care and to building resiliency.</p> <p>Maintain knowledge of Tweddle's OHS policies and procedures.</p> <p>Utilise Riskman to capture incidences and near misses.</p> | <p>Evidence of the provision of a safe work environment.</p> <p>Demonstrate knowledge and understanding of practices that promote resilience and self-care.</p> <p>Demonstrate knowledge and implementation of policies and procedures.</p> <p>Evidence of reporting all incidences and near misses on Riskman.</p> |
| General | <p>Actively participate in relevant meetings and forums.</p> | <p>Evidence of representation at relevant meetings.</p> |

Other Information:

Tweddle Values:

- Collaboration
- Accountability
- Respect
- Engagement

All staff are expected to perform their role and responsibilities in accordance with the Tweddle values.

Tweddle is a Child Safe Organisation. The responsibility for children's safety and protection is embedded within the organisation culture including organisational policies and practices. Tweddle ensures that all staff members fulfil their legal obligations to respond and report any suspected incidence of child abuse.

Occupational Health and Safety Responsibilities:

- Tweddle is committed to providing, insofar as is practicable, a safe and healthy workplace for our employees, contractors, members and visitors.

Employees:

- Have a duty to take care, as far as they are able, of their own health and safety and that of other employees, members and visitors
- Must comply with safety procedures and directions
- Must report potential and actual hazards to their supervisor and their OHS representative

Our commitment to Tweddle staff

- Tweddle is committed to equal opportunity in the workplace for all employees, irrespective of race, colour, gender, religion or marital status. Staff are selected and promoted on merit
- Tweddle is committed to providing a safe and smoke free workplace

Other Factors Relating to the Role

- This position may require weekend and evening hours' work. There may also be a requirement to work across other clinical and community areas.
- The position agrees to work within and contribute to the Tweddle Practice Framework, policies and procedures and guidelines.
- The services close down for the period of Christmas/New Year and Easter and it is a requirement that all relevant staff take annual leave at this time.
- A current National Police Records Check is required and this is required to be updated every year.
- A Working With Children's Check is required.
- Evidence of current Immunisation status should be provided.
- The Victorian Public Sector Code of Conduct applies to all staff.

Acceptance of appointed position:

I have read the Position Description: Registered Nurse/Team Leader and agree to fulfill the requirements of the role to the best of my ability:

Candidate's name: _____

Candidate's signature: _____ Date: _____

Director of Clinical Services/Nursing: Ms Kirsty Evans

Director's Signature: _____ Date: _____