



Position Title	ForWhen Navigator - Perinatal Infant Mental Health Project
Location	QEC Noble Park (or equivalent) - travel to other QEC sites may be required
Our Vision	For children to get the best start in life
QEC Values	Respect We respect the feelings and beliefs of others Teamwork We listen to, acknowledge and accept others in our team Integrity We approach others with fairness, honesty and openness Excellence We strive for excellence and quality in everything we do Resilience We are positive in our approach to all challenges

1. INTRODUCTION

Formed in 1917, QEC is Victoria's largest provider of residential and community based Early Parenting Services. We deliver a variety of different programs to more than 3,000 families annually - directly and in partnership with government and community partners across Victoria. QEC is a public hospital and community service organisation. We provide residential, inpatient services at our Noble Park site; we also proudly support families with in-home and community based services across metropolitan Melbourne and regional Victoria.

QEC promotes the safety, wellbeing and inclusion of all children. We advocate for child-focused and family-centred practices underpinned by a philosophy that family is the principal source of care for children, offering services and programs that are culturally relevant and accessible to all clients. Many families experience strengths and challenges that impact on their ability to nurture and support young children. QEC programs are tailored to meet the unique needs of each family and enable parents / carers to nurture their children's, safety, health and development.

National Perinatal & Infant Mental Health: Connect and Care Service

In June 2021 the Australian Government committed to support Karitane, the Australasian Association of Parenting and Child Health – including QEC, Parenting Research Centre and the University of New South Wales, in providing the new National Perinatal and Infant Mental Health: Connect and Care Service. State based Perinatal Mental Health Navigators will triage and coordinate referrals, providing expansive local knowledge and ensuring location-specific support pathways. The consortium will work with key stakeholders to complement existing services across Australia and bring about improved, system-wide collaboration, and easier care navigation for parents and health care professionals. The Connect and Care service will ensure that families will be seamlessly

connected with support from a comprehensive network of existing local perinatal infant mental health service providers.

2. POSITION SUMMARY

Hours	Fixed term until June 30 th 2024
Agreement	Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2016-2020, or Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2020 - 2021
Reports to	Nurse Unit Manager
Supervises	Nil
Internal liaisons	QEC PIMH Connect and Care Team QEC Teams
External liaisons	Families / Clients National Perinatal & Infant Mental Health Connect and Care Team Other Key Stakeholders Victorian mental health providers Referrers and other sector partners

3. ROLE PROFILE

The QEC Perinatal Infant Mental Health (PIMH) Navigator is an experienced clinician with demonstrated experience and understanding of the mental health issues experienced by parents during pregnancy, birth and the post-natal period. Having extensive experience working with families and demonstrated understanding of maternal, infant and child health, the Navigator works to promote the health and well-being of families through timely and appropriate assessment, linkages and seamless connection to existing mental health services. The majority of this work will be phone / web based.

4. POSITION RESPONSIBILITIES

Implement PIMH Connect and Care Program

- Coordinate referrals received from GP's, consumers and other health professionals.
- Use extensive knowledge of local services to develop links with service providers, keeping up-to-date with service changes and developments.
- Act as a resource for other health professionals for advice on referral options, pathways and eligibility.

- Support families to access appropriate services within the community, based on the navigator's detailed knowledge of the relevant access arrangements, eligibility criteria and applicable to the client's needs, personal resources and individual circumstances.
- Link families to support, including wider services and case management that may help to promote health and wellbeing to the point of connection with appropriate service/support.
- Work alongside a small team of Aboriginal Liaison Officers to extend their reach, capacity and culturally appropriate support.
- Provide families, carers, (where appropriate) and their health care team, with timely and relevant information.

Enhance Families' Experience

- Apply a practice approach that understands the importance of culture in protecting and strengthening Aboriginal families; provide culturally sensitive practice responses to Aboriginal families, communities and organisations.
- Provide culturally sensitive practice responses to culturally diverse families, including consultation and liaison with CALD communities and organisations.
- Use evidence informed practice to improve health outcomes for expectant and new parents experiencing, or at risk of, perinatal mental health issues.
- Build relationships through collaborative, respectful, person centred engagement.
- Collaboratively engage families, with an awareness of barriers to effective engagement.

Partnership Approach

- Establish collaborative relationships with a wide range of specialist and mainstream services to improve outcomes for families.
- Build relationships through multi agency collaboration with local providers and stakeholders.
- Establish strong links with other Connect and Care Navigator peers, consumers and referring agents and contribute to wider QEC objectives.
- Participate in agreed National PIMHS Connect and Care events and activities.
- Attend operational meetings / forums as required.
- Actively participate in practice level multidisciplinary/care team meetings.

High Quality Safe Care

- Use excellent communication skills, both verbal and written - supply reports as required.
- Undertake assessment and care planning, incorporating the unborn/infant and the perinatal context.
- Identify and manage actual and potential risks to adults and children in accordance with QEC policies, procedures and legislative requirements.
- Continuously identify and respond to changes in consumer need, adapting service response and through escalation pathways.
- Work competently within scope of practice to deliver safe, evidence based, person-centred care to achieve optimal outcomes for all consumers, within QEC's Model of Care.
- Complete timely and accurate records in accordance with QEC policy and legislative requirements.

- Efficiently input and collate all required data as required.
- Engage and promote continuous quality improvement processes and review of policies and procedures.
- Participate in regular clinical audits and evaluation as required.
- Contribute to program development and review.
- Ensures practice is in accordance with nursing code of ethics, professional standards and legislation by maintaining current knowledge and competence within the scope of the position.
- Provide safe, high quality, effective, child and family health nursing care in collaboration with the multidisciplinary team.
- Promotes nursing care that upholds the rights of the clients in relation to privacy and confidentiality.
- Demonstrate a knowledge of evidence-based practice that informs QEC's Model of Care and practice framework.

Positive Environment

- Reflect on self and practice and identify areas for personal and professional growth.
- Engage in supervision and reflective practice.
- Actively participate in and contribute to team learning, development and positive culture.
- Complete all QEC professional development and training requirements.
- Complete QEC Annual Performance and Development review

5. KEY SELECTION CRITERIA

Essential Criteria

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| <ul style="list-style-type: none"> • A tertiary qualification in nursing, social work, midwifery, mental health, psychology and/or behavioural sciences, • Current Australian Health Practitioners Regulation Agency registration (if applicable). • Knowledge of existing service systems (including mental health services). • Understanding of family, maternal and infant health wellbeing - with strong skills in assessment and referral for mental health issues in pregnancy, birth and postnatal period. • Sound understanding of Aboriginal cultural concepts of family and wellbeing. | <ul style="list-style-type: none"> • Experience working with families and young children experiencing vulnerability; experience working with families from diverse backgrounds. • Demonstrated ability to work collaboratively in a multidisciplinary team. • Understanding of clinical governance and quality systems to inform safe and effective care. • Current Working With Children Check. • Consent to National Police Record Check. • Current Australian Work Rights. • Current Driver's Licence. |
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Personal Attributes

Customer Focus Listens to clients and actively seeks to meet client needs. Seeks ways to improve service and is committed to delivering high quality outcomes for clients.

Initiative and Accountability Proactive and self-starting, seizes opportunities and acts upon them, takes responsibility for own actions.

Relationship Building and Collaboration Establishes and maintains relationships, promotes consensus through diplomatic handling of disagreements, forges useful partnerships with people, builds trust through consistent actions, values and communication.

Communication skills Well-developed interpersonal and written communication skills, with a demonstrated capacity to work collaboratively with others and problem solve under pressure.

Empathy and Cultural Awareness Communicates well with, relates to and sees issues from the perspective of people from a diverse range of culture and backgrounds. Respect and value the traditional owners. Demonstrates awareness of implications associated with Family Violence.

Problem Solving Seeks all relevant information for problem solving, investigates and probes for the facts. Analyses issues from different perspectives and draws sound inferences from the information available. Identifies and proposes workable solutions to problems.

Resilience Perseveres to achieve goals, even in the face of obstacles and copes effectively with setbacks. Remains calm and in control under pressure and accepts constructive criticism in an objective manner.

6. OTHER INFORMATION

Additional Requirements

- A pre-employment medical assessment may be required upon request.
- The Victorian Public Sector Code of Conduct applies to all employees.
- QEC is a smoke free workplace.
- QEC closes down for the Christmas/New Year period; it is a requirement that all relevant employees take annual leave at this time.
- All QEC employees are required to meet minimum immunisation requirements (as per QEC Immunisation Procedure).

Performance Appraisal

Formal reviews are conducted at least yearly. Performance is monitored against the key skill requirements and capabilities as detailed in this Position Description and performance goals identified in the performance development process. Where a new employee is appointed to this position, a performance review will be scheduled prior to the end of the 6 month probationary period.

Employee Position Declaration

I have read and understand the requirements and expectations of the above Position Description.
I understand that the information and statements in this Position Description are intended to reflect a general overview of the responsibilities and are not to be interpreted as being all-inclusive.

Employee Signature: _____

Print Name: _____

Date: _____

For further information, contact QEC People & Culture 03 9549 2777 or peopleandculture@qec.org.au